Introduction

The Financial Information Management System (FIMS) is a customized software application that allows the individual user to access FAA monthly, biweekly, and weekly financial data housed in remote database tables, and create customized Excel workbooks at their workstation. FIMS utilizes the power and user-friendly functionality of Microsoft Excel 97, Microsoft Query, and Windows to deliver timely and accurate data to individual desktops.

FIMS version 2.0.1 offers a significant increase in performance, features and ease of use over FIMS version 1.3. The Setup and Update programs are faster and more comprehensive. There is access to many more types of data and the retrieval speed has been greatly improved.

In FIMS v2.0.1, the default settings such as data directories, Excel directories, dialogue entries have been moved to a text-based, Windows-style initialization file. This not only increases the stability and speed of retrieving these values, but also greatly simplifies setting the system up and making changes later.

The Setup and Update programs are faster and more comprehensive due to the use of the initialization file and improved code. More control is given to the user in locating and setting the default directories. The setup is more comprehensive in its checks for required directories and files as well as the creation of the initialization file according to what is found. The updated files that are de-compressed and installed are contained in an Access database allowing easy addition, deletion, or modification of data.

In this version of FIMS, the update program stores each year's data in a separate file, which increases the speed of data retrieval in Excel templates.

Tip

For the very latest information on FIMS version 2.0.1 open README.WRI which is found in the FIMS root directory (\FIMS20\README.WRI). README.WRI will launch from an icon Read Me in the FIMS Program Group or by selecting **Latest News...** from the FIMS menu after launching FIMS Version 2.0.1 from program group FIMS2_0.

Introduction (Contd.)

In addition to faster retrieval times, the access and display of data have been enhanced. Available data includes:

- Financial summary data
    - Weekly obligations
    - Financial plan analysis
    - Monthly actual obligations
    - Year-to-date (YTD) obligations
- Program Element detail data
    - All Object Classes
    - Monthly actual obligations
    - YTD obligations
- Cost Center detail data
    - Same as for Program Element detail data
- Financial Plan data
    - Quarterly breakout
    - All submitted views
- FTE - sub-office detail for all appropriations
    - Personnel data
    - Payroll dollars

Note: Commitments are not available in the cost center and program element templates but are available in the database.

On-line context specific help screens have been implemented to guide the user through a customized FIMS session. **Help** is a submenu in the FIMS menu and also appears as a button in each dialog box. On-line help is available from anywhere within the system. Full text and index search on help also is available.

Hardware and Software Requirements

Software Requirements:

FIMS v2.0.1 requires the following software to operate:

- DOS version 5.0 or later
- Windows 95 or later
- Microsoft Office 97(Excel 8 and Access 7) or later

FIMS requires that the 32-bit Microsoft Query (Msqry32.exe) be installed. Refer to the Excel User Guide for assistance in installing add-ins. The MS Query should be able to open Oracle7 as well as Access 7.0 databases. If MS Query was not installed, see the Troubleshooting section for possible problems.The ODBC driver may have to be upgraded for this purpose. Refer to Section "Upgrading ODBC Driver" in this guide.

Warning

Microsoft Query must be installed on your PC before you use FIMS version 2.0.1.

Hardware Requirements:

The hardware required to operate FIMS v2.0.1 is the same as that required to run Windows 95 or 98 with the proviso that FIMS extracts a large measure of performance from the software **and** the hardware. It is recommended that an **optimized** Windows machine be used. This includes:

- IBM or compatible i80386 computer or better
- Four megabytes of RAM
- Sufficient hard drive disk space for Windows, Excel, FIMS and FIMS data, roughly summarized as:

Windows:	12Mb
Excel:	6Mb
FIMS:	3Mb
FIMS data:	2-4Mb (depending on format used and period in FY)

Tip

FIMS data will grow significantly over time. Keep archiving unwanted data files to make more space for update.

- VGA video card/monitor
- Defragged and optimized hard drive
- Permanent Windows swap file of at least 8Mb

- SmartDrive disk caching (unless using Windows for Workgroups 3.11)

Installation

The setup programs for the FIMS v2.0.1 are in four diskettes. Before installing, make sure that 32-bit Microsoft Query (Msqry32.exe) is installed on your PC. Refer to the Excel User's Guide for assistance in installing add-ins. The MS Query should be able to open Oracle7/Access 7 database whichever you are going to use. The ODBC driver may have to be upgraded for this purpose. Refer to Section "Upgrading ODBC Driver" in this guide. To install FIMS, do the following:

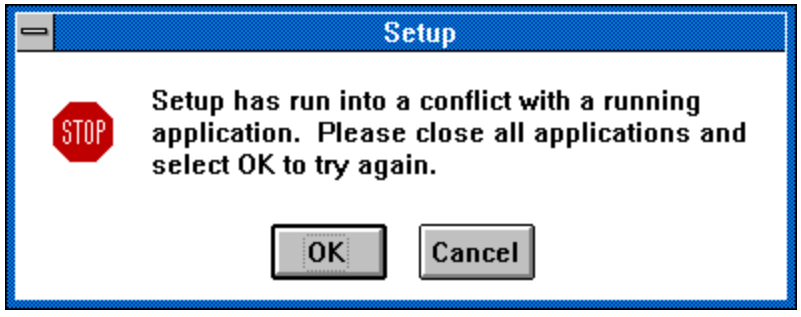
1. Close all Windows applications except Program Manager and File Manager. If possible, note down the path names of Excel 8.0 (Excel 97) and Microsoft Query (Msqry32.exe) applications to save time in searching these paths by the setup program.

2. Place disk # 1 of the four installation disks into the floppy drive.

3. From the drop-down **File** menu of the Program Manager or File Manager, choose **Run**.

4. Type **a:\setup** or **b:\setup,** as appropriate, in the Command Line and choose OK. The setup program starts. Follow the Setup instructions on the screen as follows:

- If all the applications have not been closed, then the following message appears:

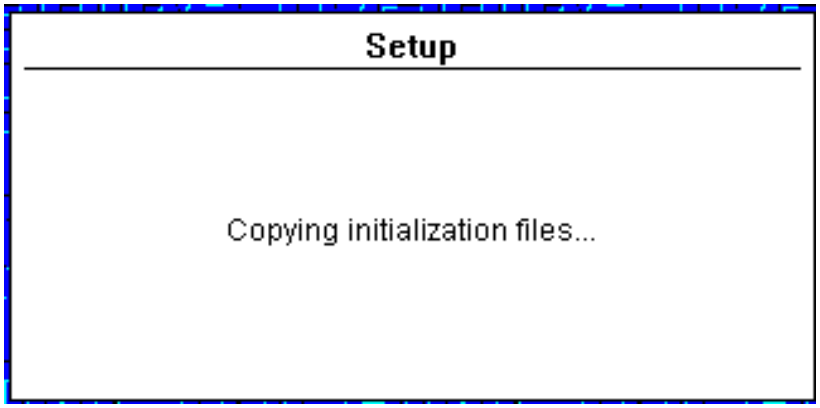


In this case, click the **Cancel** button and close all the applications except Program Manager and File Manager.

- The setup program then gives a warning to close all applications before installing this program.

Installation (Contd.)

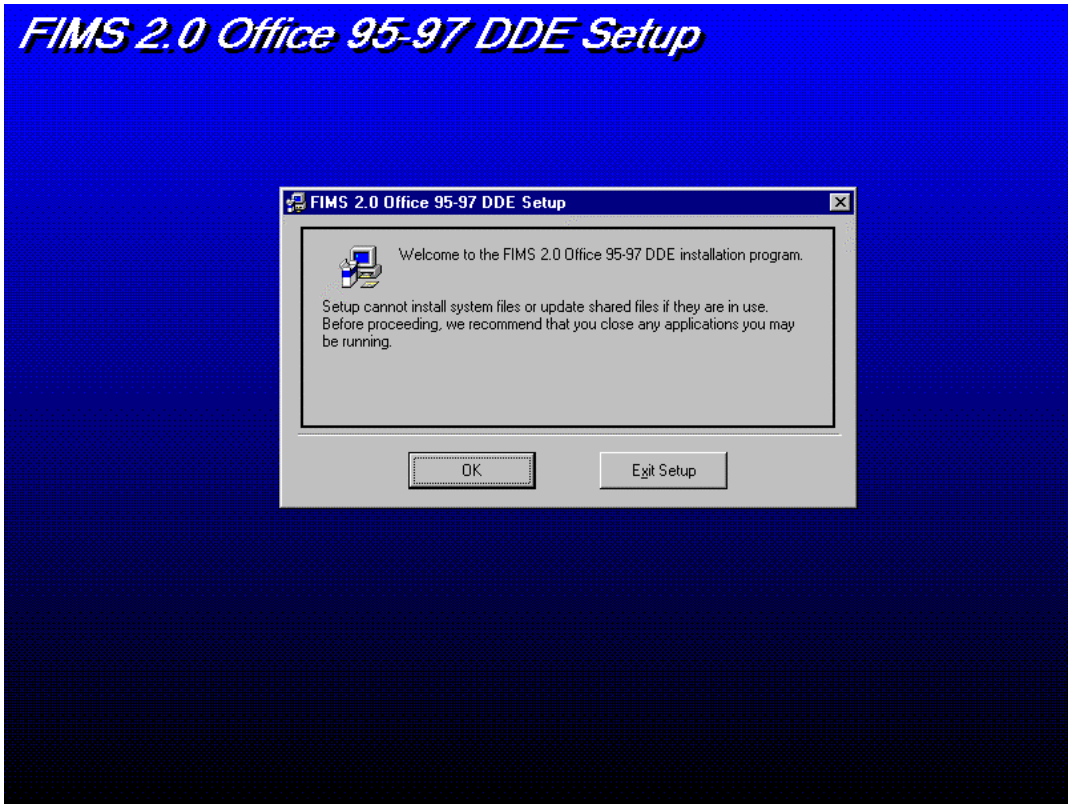
- If all the applications have been closed, click the **OK** button.
- The program will show the following screen while it copies the initialization files.



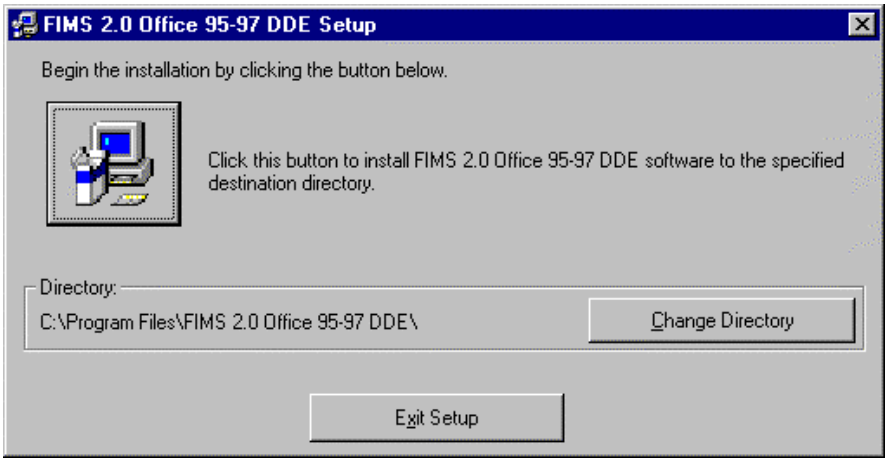
- After the setup program copies the files from the first diskette, it prompts the user to insert disk #2.

Insert disk #2 and click the **OK** button. Again the message regarding copying the system files appears. If the message box looks empty, it is due to the resolution of your monitor. The setup program starts copying files from disk #2 to the appropriate directories and then prompts the user to insert disk #3. Insert disk #3 and click the **OK** button. Do the same for disk #4 and click the OK button.

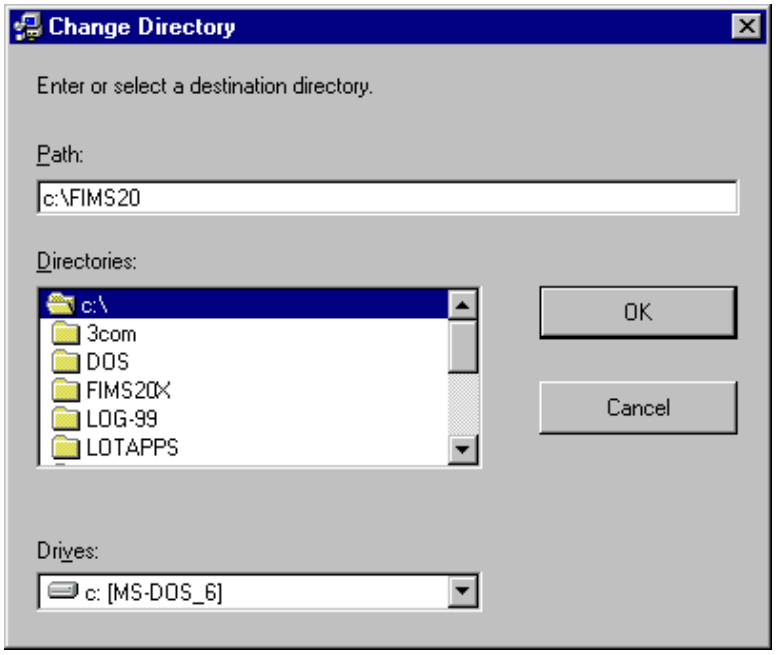
Wait for the following message box to appear and click OK



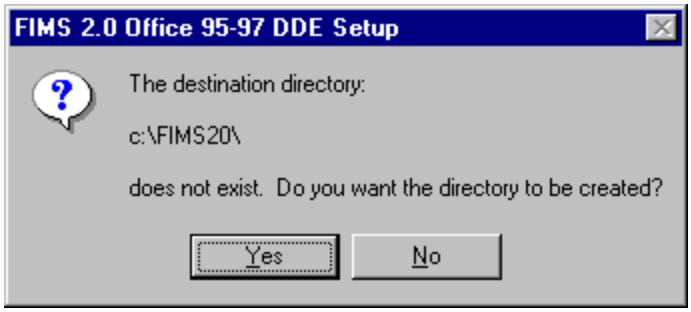
The following message box appears click the **Change Directory** button:



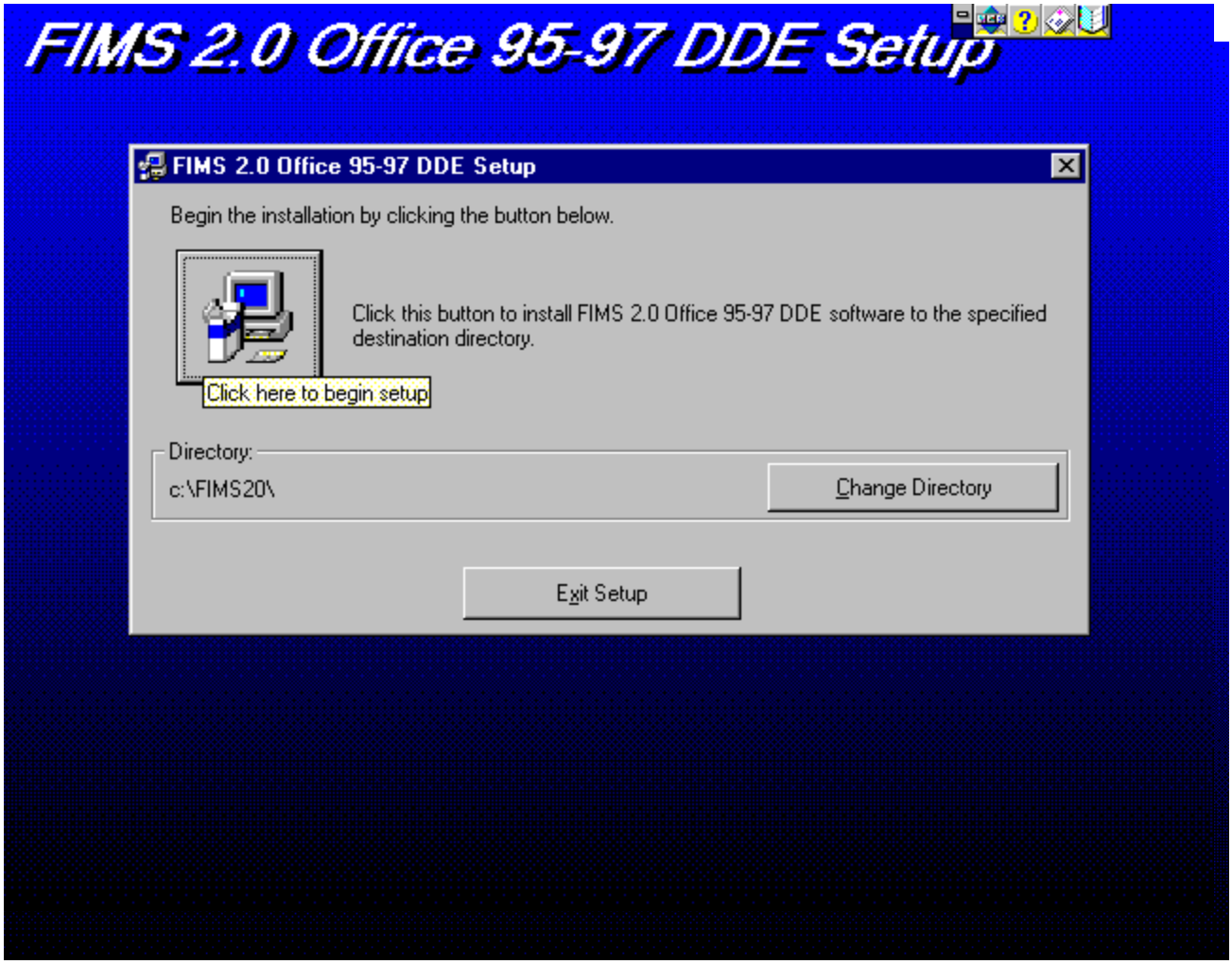
Change the path to c:\fims20. Type **c:\fims20** in the Path line. Then click **OK**.



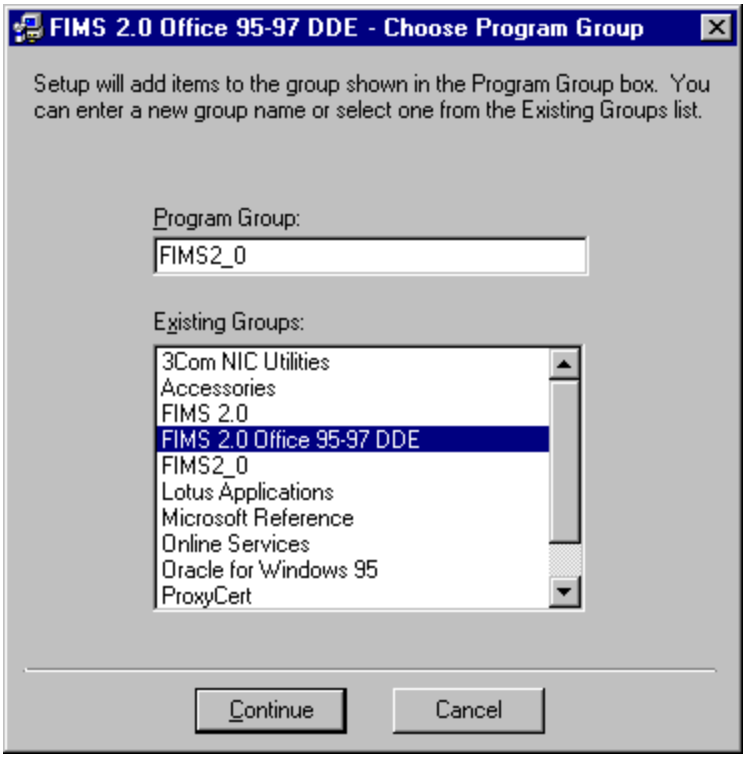
Click **Yes** to create the c:\fims20 directory.



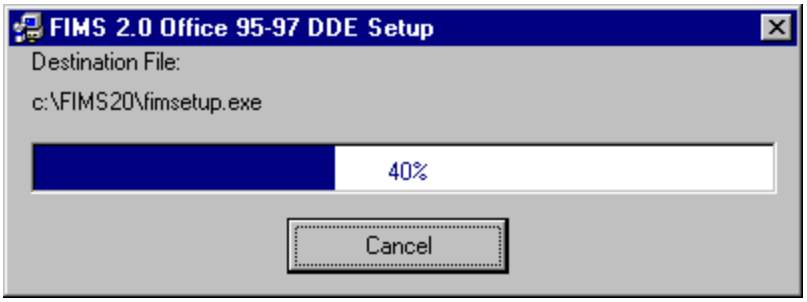
Click the setup button to continue.



Enter **FIMS2_0** for the Program group in the Start Menu. Then click **Continue**.

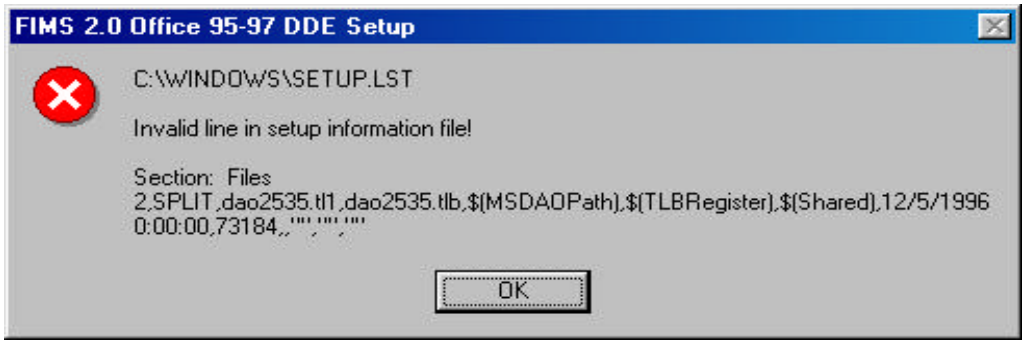


Wait as the Programs, Templates, and DLL are loaded.



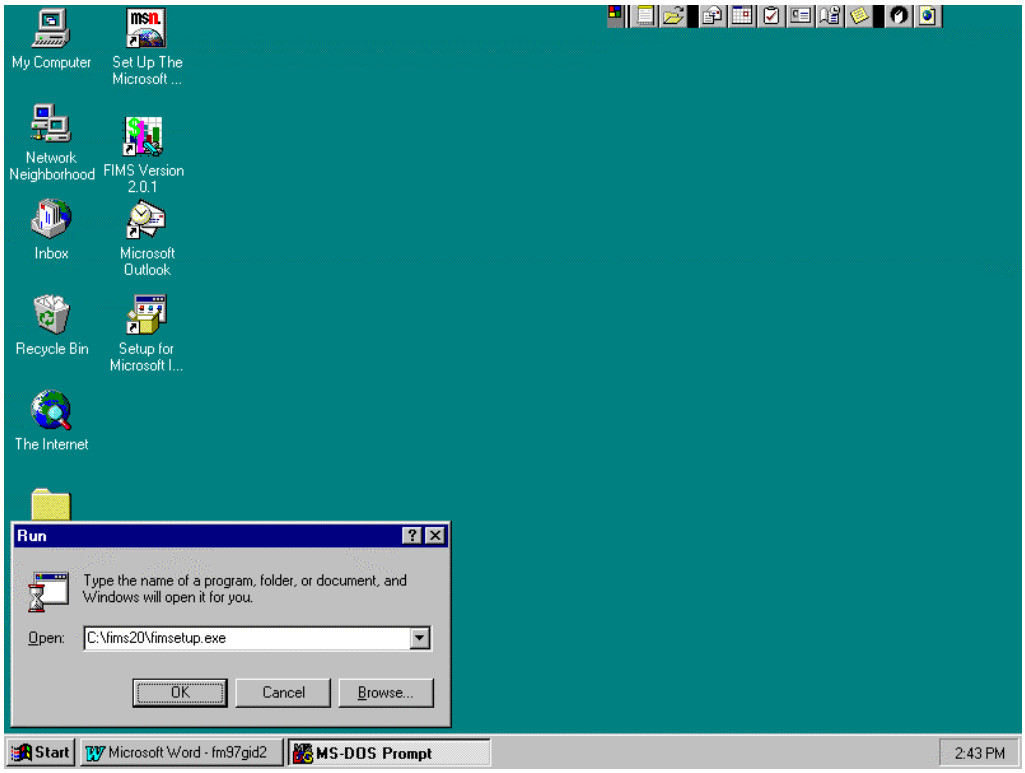
Click **OK** to end processing successfully.

If the following error appears, go to Troubleshooting to correct the problem and rerun the setup program.



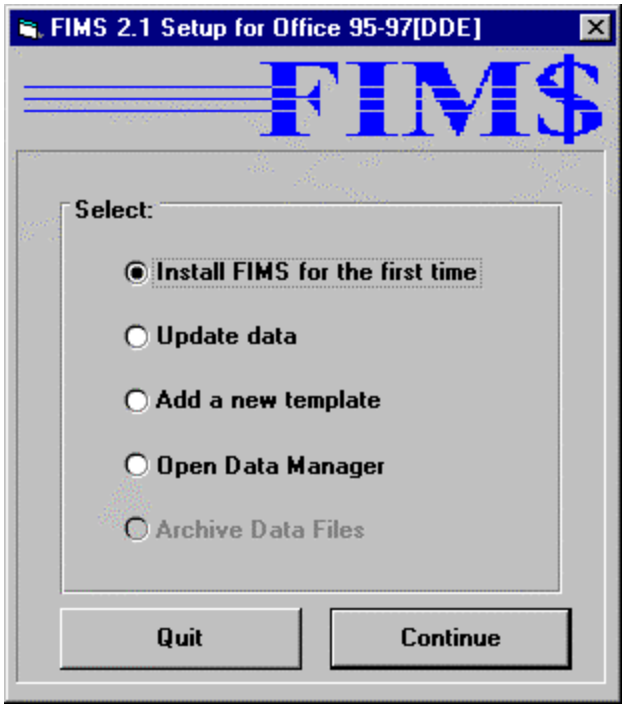
FIMS CONFIGURATION SETUP

To continue the installation, run the FIMS configuration setup program (fimsetup.exe) from the c:\fims20 directory. Click on **Start**, **Run**, and type **c:\fims20\fimsetup.exe** and click **OK.**

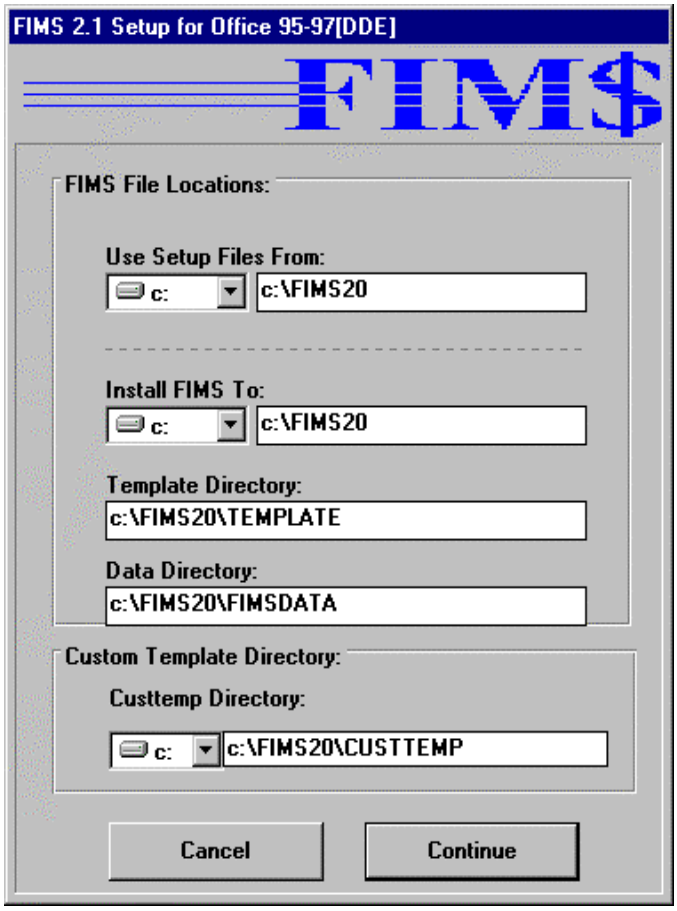


Installation

(Contd.)



Select the **Install FIMS for the first time** in the above dialog box and then click the **Continue** button to see the following dialog box:



This dialog box contains the default location settings for both program and data files. The user may change locations by selecting different drives and/or typing in different directory names. In the last text box, the user enters the Custom Template directory name, which contains the new templates, created by the user and a common file (FILES.MDB) to be used by Oracle and Access users. For Oracle users, the Custom Template directory will store a USERPROF.MDB file which will contain a table UserProfile of profile names supplied by users at the time of installation (refer to page 16). Create the CUSTTEMP directory on the local hard drive so that the custom templates are secure.

Select, c: or the local drive that FIMS was loaded, as appropriate in the first drop-down drive list. If the **Continue** button is still ghosted, that means the setup program cannot find the file FIMS2DAT.MDB in the selected location. This differs from the EXCEL 5 installation in that the EXCEL 5 install can accept a: or b: as the drive location.

When the file locations have been chosen, click the **Continue** button.

The following dialog box will appear and prompt the user for the location of Microsoft Query:

Installation

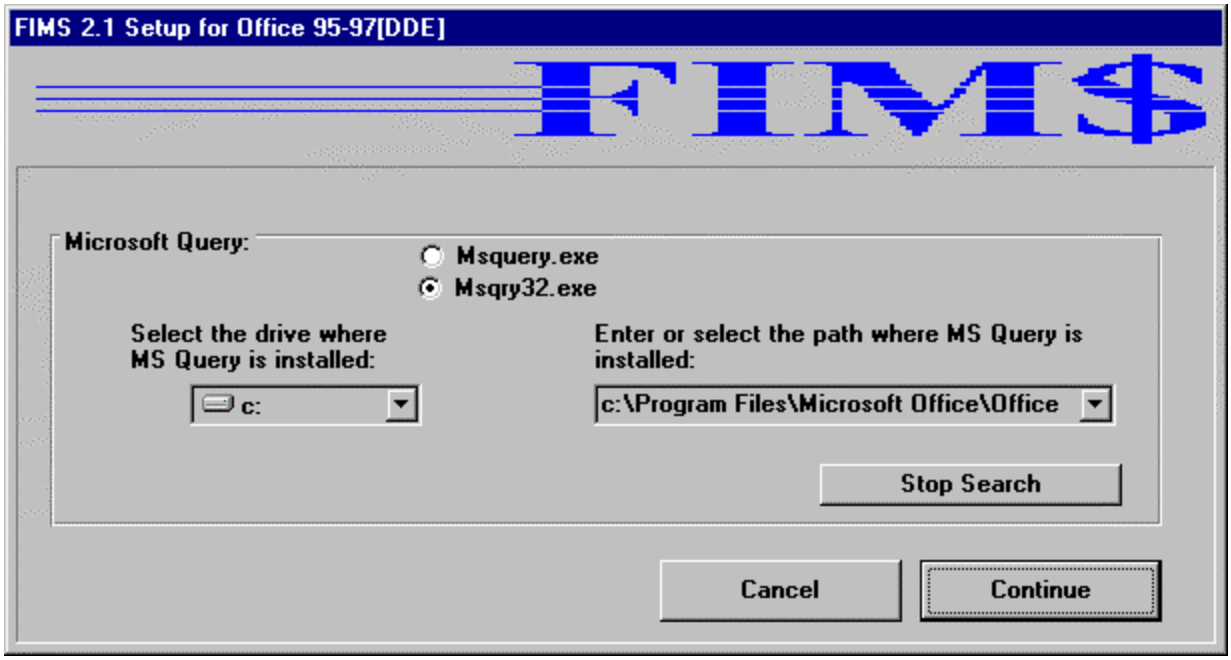
(Contd.)

Tip

The FIMS program files may be copied to a local drive and the data files to a network directory. The data files in the FIMSDATA subdirectory will grow significantly over time as monthly data updates will append data to the yearly data files.

FIMS can be installed on a standalone workstation or on a server.

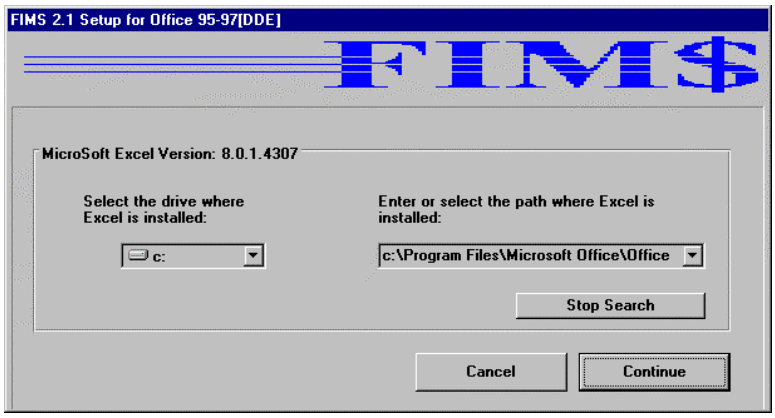
It is preferable to have the CUSTTEMP directory on your local hard drive.



Make sure that the radio button for the 32-bit Microsoft Query, Msqry32.exe, is marked. The user may either type in the information in the text box to the right, or select a drive in the drop-down and have FIMS Setup search for Microsoft Query. If the right-hand drop-down box shows a directory path, then that is the one picked up by the setup program from the FIMS2_0.INI file which may be available in the Windows directory out of some previous installation of this program. Assure that the path is correct for the current MS Query application. Otherwise, the path of the MS Query application has been noted (prior to installation), then enter that path. If not, select a drive in the left-hand drop-down box to let the setup program search the path for MS Query. Once the correct path is found, the **Continue** button is enabled and clicking the **Stop Search** button will end the search. After clicking the **Continue** button, the following dialog box will appear and prompt the user for the location of the 32-bit Excel 8.0 (Excel 97):

Installation

(Contd.)

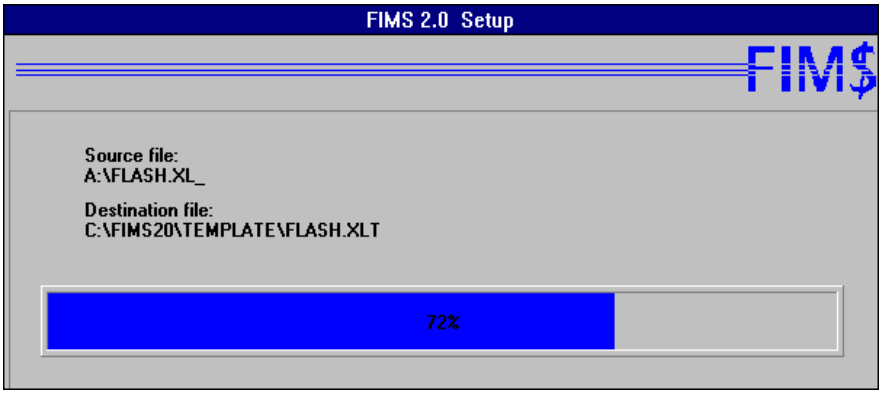


The user may either type in the information in the text box to the right, or select a drive and have FIMS Setup search for Excel 8.0 (Excel 97). If the right-hand side drop-down box shows a directory path, then that is the one picked up by setup program from the FIMS2_0.INI file which may be available in the windows directory out of some previous installation of this program. Assure that the path is correct for the current application. Otherwise, if the path of Excel application has been noted (as suggested in the beginning before installation), then enter that path. If not, select a drive in the left-hand drop- down box to let the setup program search the path for Excel. Once the correct path is found, the **Continue** button is enabled. Clicking the **Stop Search** button will end the search. The right-hand drop-down box may contain more than one directory for Excel depending on the availability of the EXCEL.EXE files. Select the EXCEL 8.0 version. Click the **Continue** button when the proper directory for Excel 8.0 has been selected.

A dialog box tracks the percentage of files copied to the destination directories.

Installation

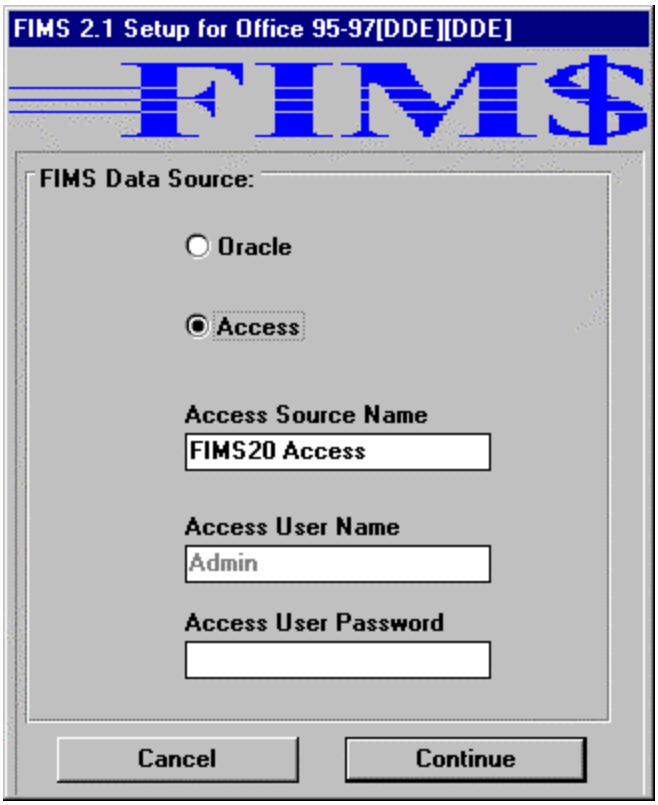
(Contd.)



Tip

Remote users need to specify Access as their FIMS Data Source.

After this, another dialog box appears, prompting the user to specify the source of data - Access or Oracle.

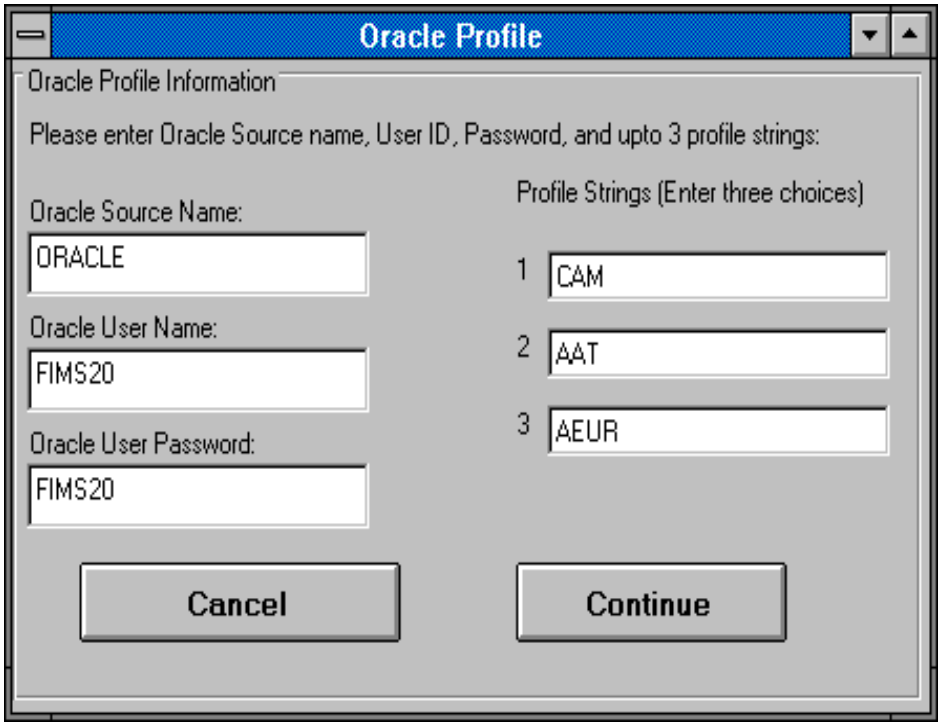


The Access Source Name has to be entered irrespective of whether the user selects Oracle or Access. The Access Source Name shown in the dialog box is the default name, which the setup program is going to create. The user can change it. The Access Source name can be noted down from the MSQUERY.INI file under the [Data Sources] names. If the Access Source name is not available in the

Installation (Contd.)

MSQUERY.INI file, then get it from the ODBC.INI file under [ODBC Data Sources]. The name will be similar to MS Access Database. In MS Query, the same data source should be used. It is advisable to keep the name **FIMS20 ACCESS** as shown in the FIMS Data Source dialog box.

If Oracle is the source, then click the Oracle option and then click the **Continue** button. A dialog box appears which has six text boxes. In the three boxes on the left side, the user must type in the Data Source Name, User Name, and User Password (this information should be available from the Network Administrator).

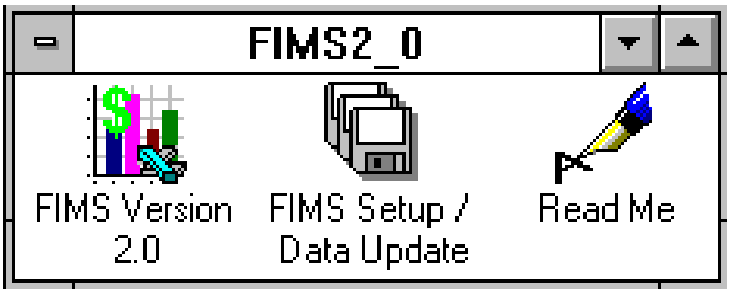


In the three boxes on the right, enter the Profile names (strings) which will be used to browse specific Oracle data. These three profile names will be entered into a User Profile Table in the USERPROF.MDB database, saved in the CUSTTEMP directory. If more profile names are to be added, then open the USERPROF.MDB file in the Access 7 database and add records in the UserProfile table. Click the **Continue** button and the following dialog box appears which prompts entering the desired Program Group name. The default group name is **FIMS2_0**, but the user can modify the group name.

Installation

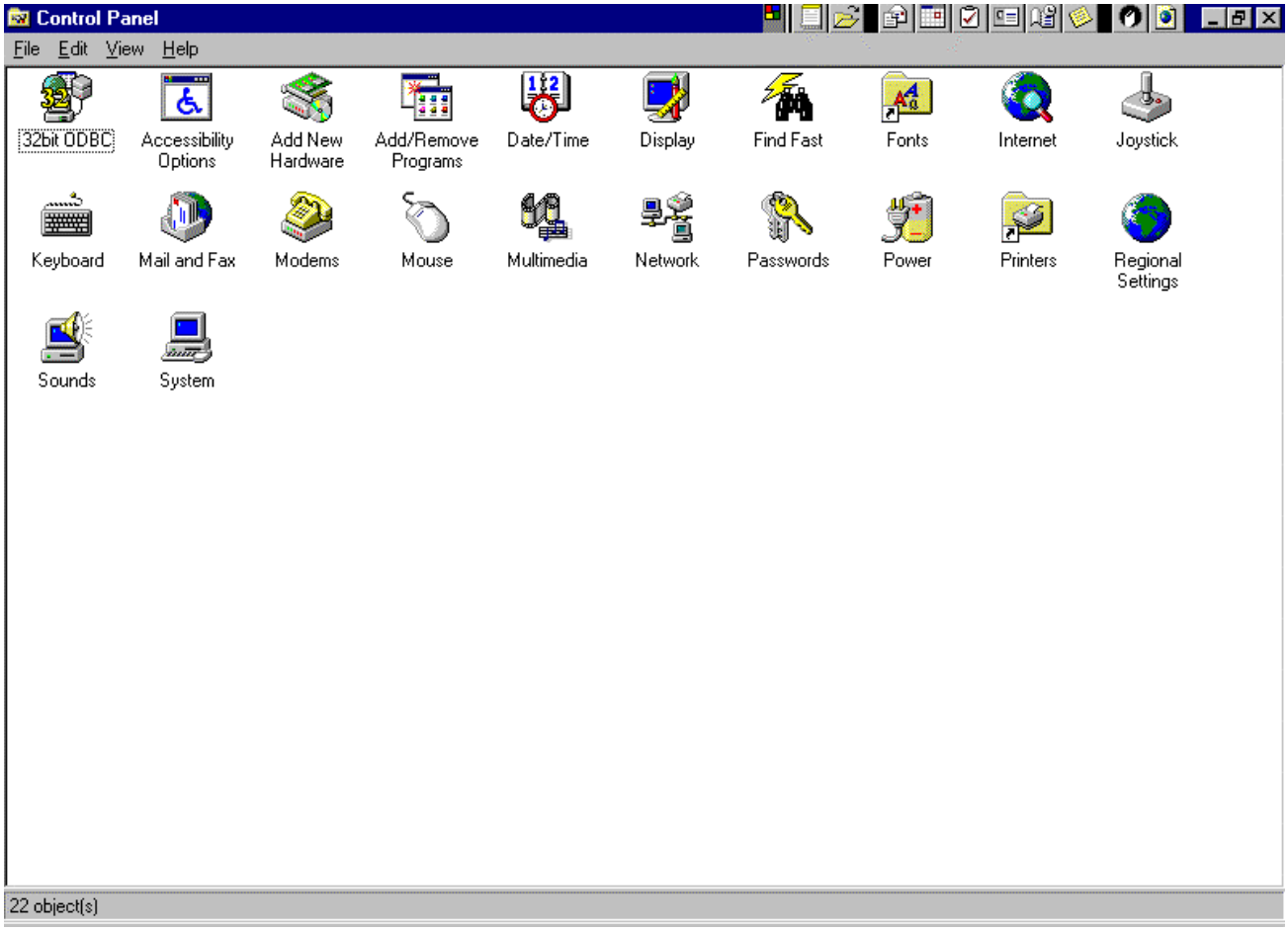
(Contd.)

After entering the Program group name, click the **Continue** button. The setup program creates three program items (FIMS Version 2.0.1, FIMS Setup/Data Update, and ReadMe) within the FIMS2_0 group or the user-specified group on the Windows Program Manager. Click the **Continue** button, and the setup program providesa message about the completing the installation. The following group and icon are created by the setup program:



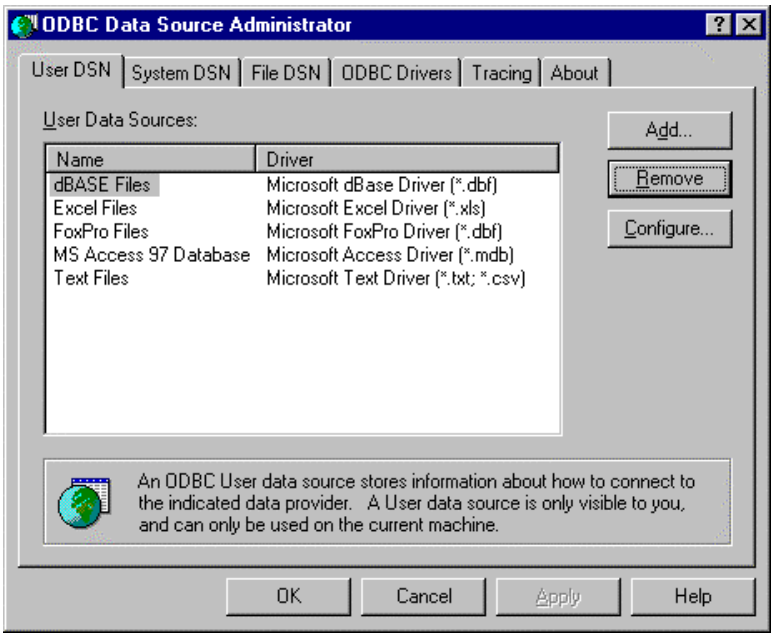
Creating ODBC Connectivity

Connectivity to the ACCESS and ORACLE ODBC is done through the **32-Bit ODBC** administrator found in the Control Panel. From the **Start** Menu go to **Settings** and then **Control Panel**. A Data Source Name (DSN) is required for Access with a default Data Source Name **FIMS20 ACCESS** (Access and Oracle Users), for Oracle users a default Data Source Name **FIMS ORACLE** is required.



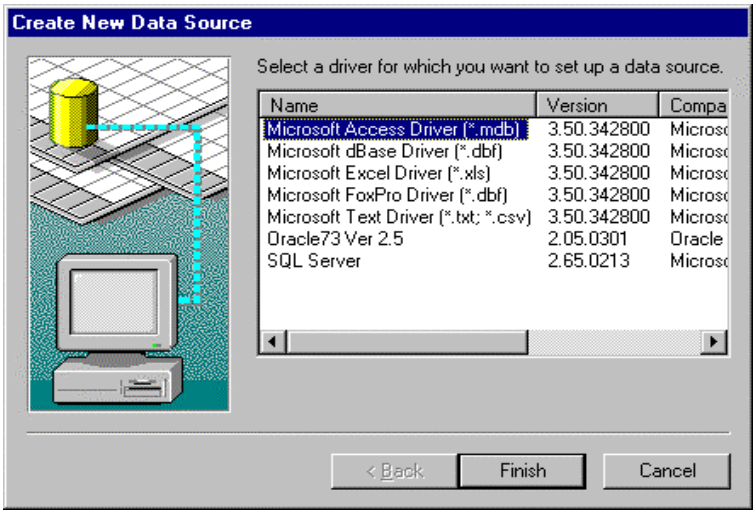
Creating User DSNs

The ODBC Data Source Administrator appears with list of defined User DSNs. If the DSN name **FIMS ACCESS** is not defined, then it must be created. If it is defined, but defined as an ACCESS 2.0 database then it must be removed (mark the DSN, then click **Remove** and verify the removal) and redefined as an

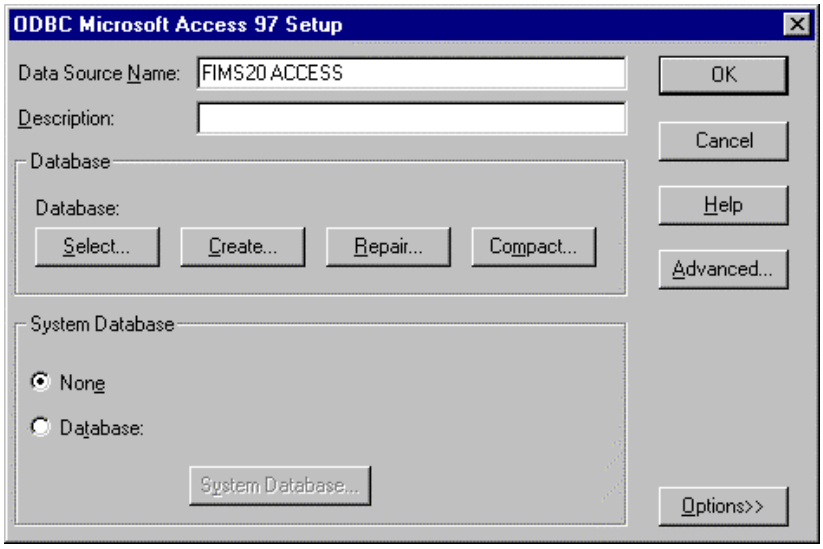


Access 7 (Access 97) database. Click **Add**.

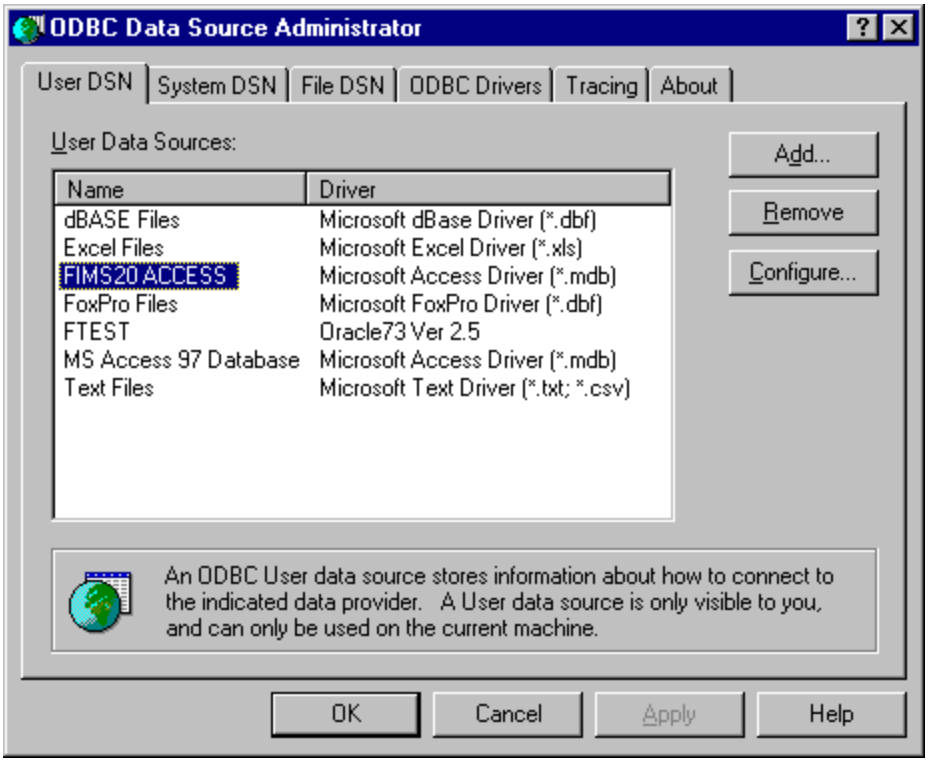
Highlight the **Microsoft Access Driver**(*.mdb). Click **Finish**.



Type **FIMS20 ACCESS** in the Data Source Name line and click **OK**.



ACCESS requires only the User DSN. Oracle requires the User DSN, System DSN, and File DSN. The default DSN name for Oracle is **FIMS ORACLE**. If they have not been created or been created for the 16 Bit Oracle drivers, then they must be (re)created. The **User DSN** tab must be selected and click **Add**.



Highlight the **Oracle73 Ver 2.5** driver. Click **Finish**.

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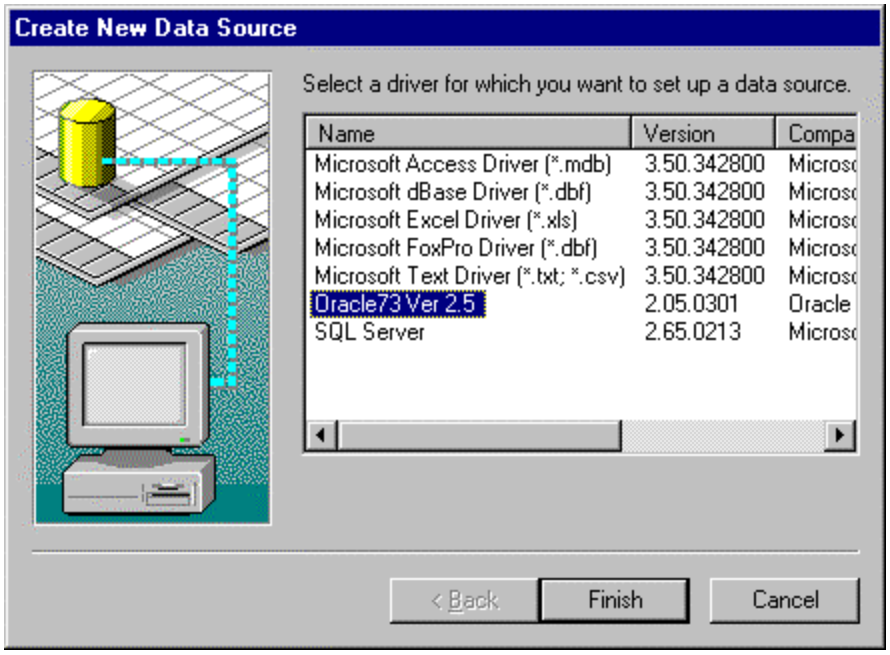
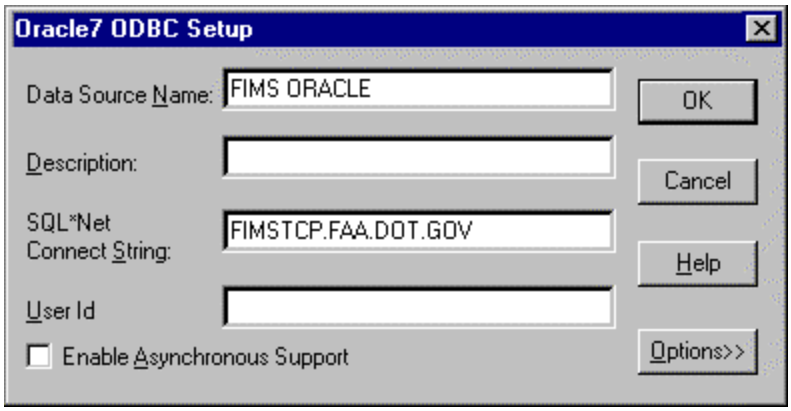


Enter the Data Source Name **FIMS ORACLE** and the SQL*Net Connect String (TCP address in the TNSNAMES.ORA file) and click **OK**.

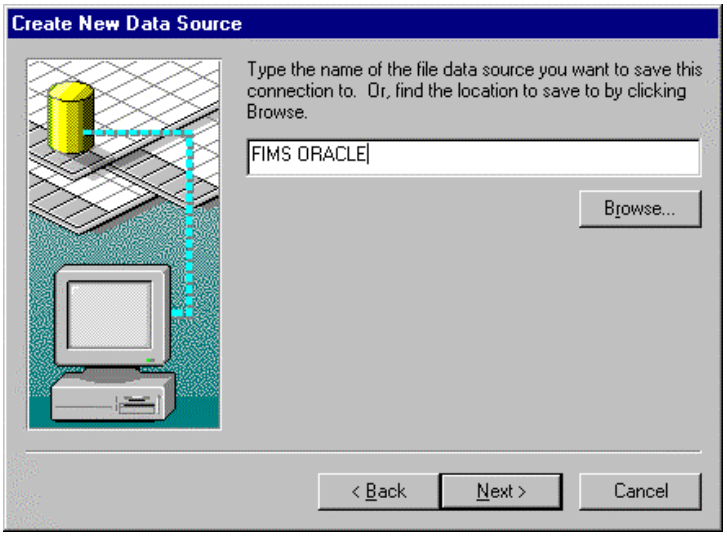


Creating System DSNs

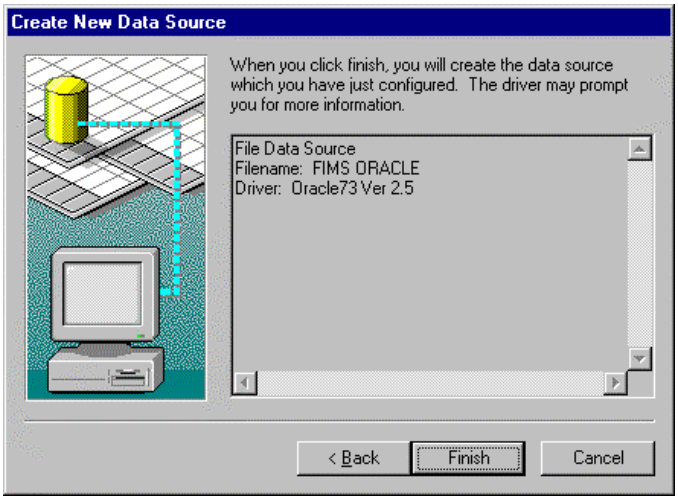
Repeat the identical procedure for the System DSN.

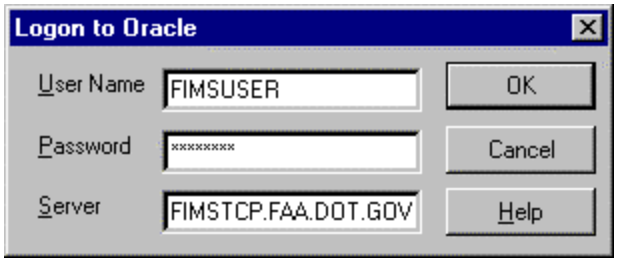
Creating a FILE DSN

For the **File DSN**, after clicking the File DSN tab and selecting the Oracle driver, the following screen appears. Type in **FIMS ORACLE** in the provide space and click **Next**.



A message appears to state that a FILE DSN is about to be created. Click **finish**. A logon screen appears. Enter the FIMS user name, FIMS password, and server (SQL*Net Connect String or TCP/IP address). Click **OK**.



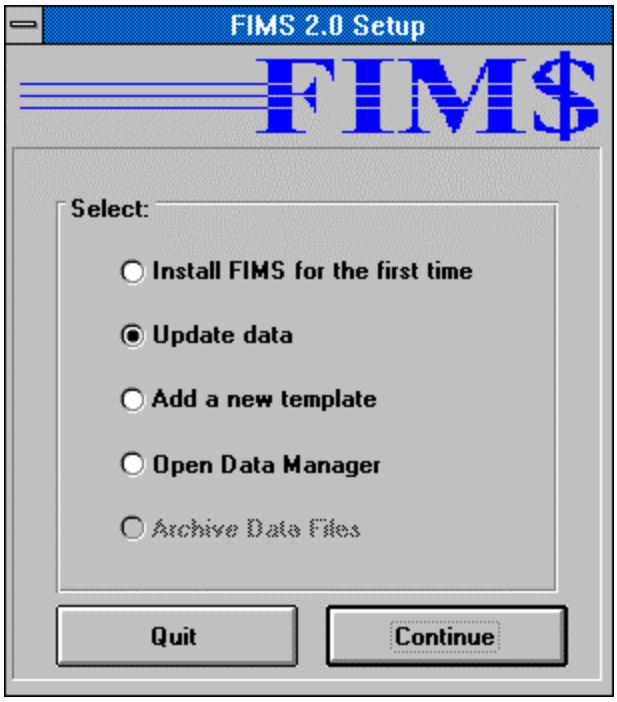


Update Procedure

Periodically new data becomes available (either monthly or bi-weekly. The data files will be zipped to a self-extracting file and will be sent to the FIMS remote users. Before selecting the **Data Update** icon, the user should:

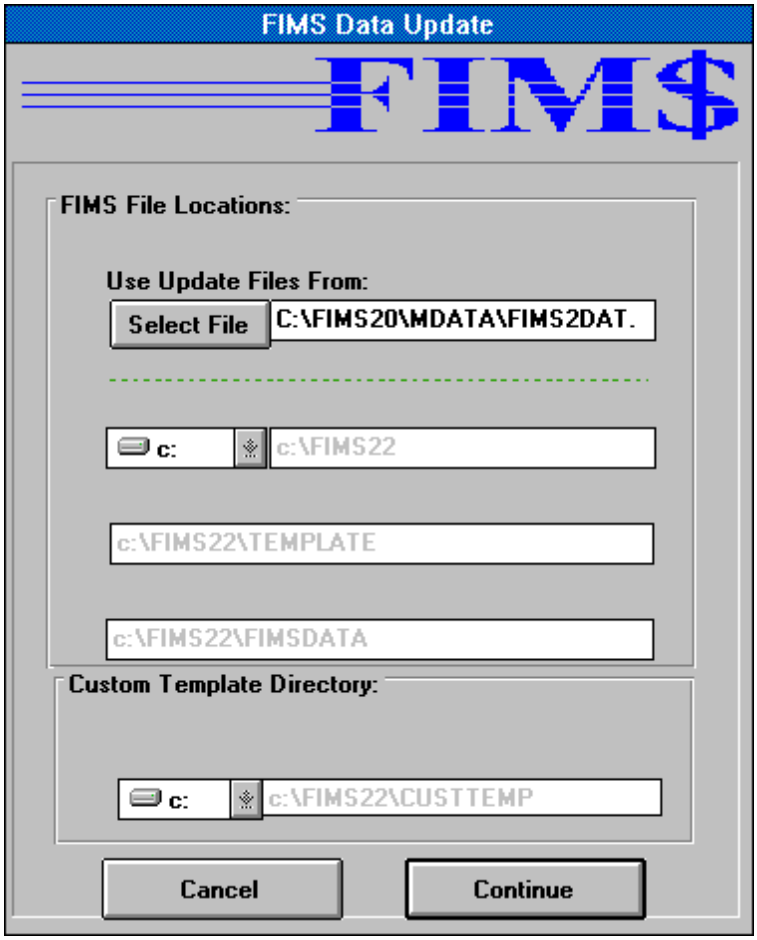
- Move/Copy the executable data file to the FIMS20\MDATA subdirectory.
- Inflate the executable file within the FIMS20\MDATA subdirectory either by typing the name of the executable file at the DOS prompt or double clicking on the executable file from the File Manager. The executable file inflates to an Access database file (FIMS2DAT.MDB).

To Update the data, select the **FIMS Setup/Data Update** icon from the FIMS2_0 Program group. The following dialog box will appear:



Select **Update data** and click the **Continue** button to see the following dialog box. FIMS Data Update knows where FIMS is installed and displays the directory locations. The directory locations are ghosted and cannot be modified. The user needs to provide only the path of the new data file (i.e., FIMS2DAT.MDB) in the **Use Update Files From** text box to enable the **Continue** button.

Update Procedure (Contd.)



Tip:
If the FIMS2DAT.MDB file does not exist, the **Continue** button will not be enabled.

Type in the path of FIMS20\MDATA in the **Use Update Files From** text box and click the **Continue** button.

The FIMS database will grow significantly over time. The performance of FIMS (i.e., data query retrieval time) depends, to a large extent, on the size of the database. It is advisable to get rid of the old files from FIMSDATA directory.

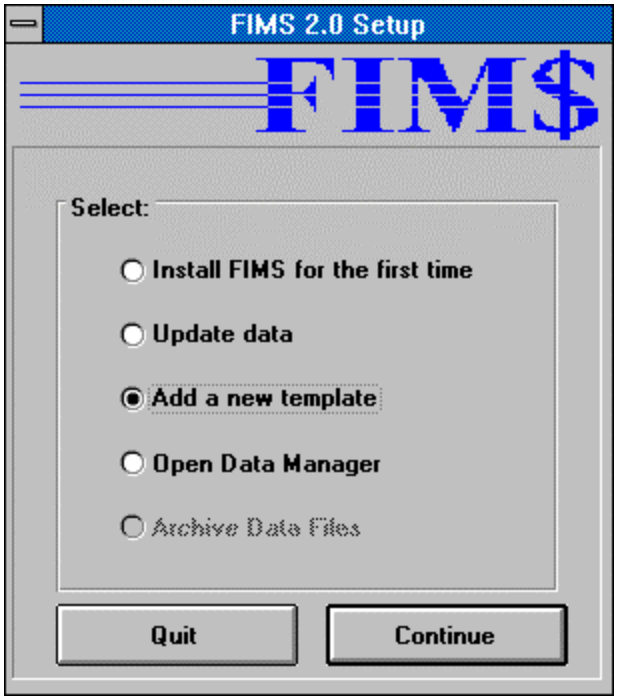
Before updating the data, the Data Update process checks the required space in the FIMS20\FIMSDATA subdirectory. If this directory does not have enough space, a message box will appear, providing the approximate required disk space. The Program will exit without updating.

The Update Procedure will install all the tables of the source database in the destination database if this is the first update. Otherwise, it will append the distinct records from the source tables to the destination tables in the database DATAx.MDB, a Microsoft Access database, in the FIMSDATA sub-directory where x is the year. For example, DATA96.MDB will have the data for the fiscal year 1996.

Add Template

New templates for FIMS users will be developed on an ongoing basis. Check **Latest News**, in the FIMS drop-down menu, to keep abreast of these new templates to see if they are of interest the user. The new template information (file name, description, template type) will be sent in a Microsoft Access database file called **ADDTEMP.MDB**. Before adding a template, put all the template files and the ADDTEMP.MDB file in the same directory.

To add a template to FIMS, double click the **FIMS Setup/Data Update** icon from the FIMS2_0 Group. The following dialog box will appear:



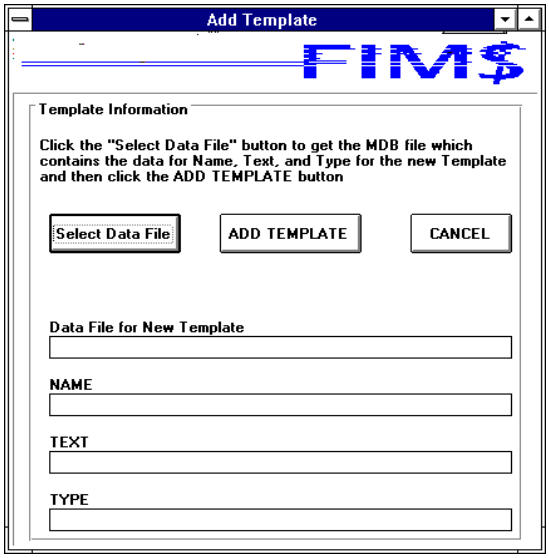
Select **Add a new template** and click the **Continue** button; the Add Template dialog box appears.

Note
FIMS distinguishes between .xlt (Excel templates) and .xls (normal Excel spreadsheets).

FIMS considers .xlt files as **standard** templates and places them in the TEMPLATE directory.

FIMS considers .xls files as **custom** templates and places them in the CUSTTEMP directory.

Add Template (Contd.)



Click the **Select Data File** button and select the **ADDTEMP.MDB** file. Click the **OK** button to return to the Add Template dialog box. Click the **ADD TEMPLATE** button. FIMS will begin processing all of the templates contained in the ADDTEMP.MDB database. The user will be prompted to save the template. If the user does not want to add the template, click the **Cancel** button. FIMS will skip the template and process the next template. If user wants to add the template, click the **OK** button and the template will be added to the FILES.MDB database.

Working in FIMS

Opening FIMS

To start a session with FIMS:

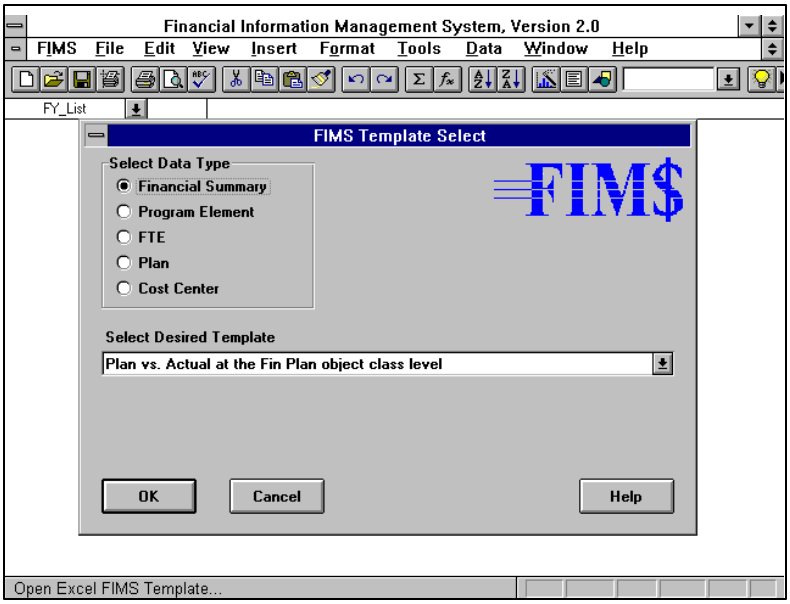
1. Close any Excel and MS Query sessions that are running.

2. Open the FIMS Program group in the Program Manager window either by clicking twice on the group icon or highlighting the icon and pressing **Enter**.

3. Open the FIMS icon by double clicking the FIMS version 2.0.1 icon in the FIMS2_0 Program group.

4. A customized FIMS session starts in Microsoft Excel.

When a FIMS session is initiated, a custom FIMS menu appears as the left-most menu item on the menu bar, and "Financial Information Management System, Version 2.0.1" appears as the application title. The **FIMS Template Select** dialog box opens by default. For convenience, a toolbar has been included to imitate the FIMS menu options.



Working in FIMS (Contd.)

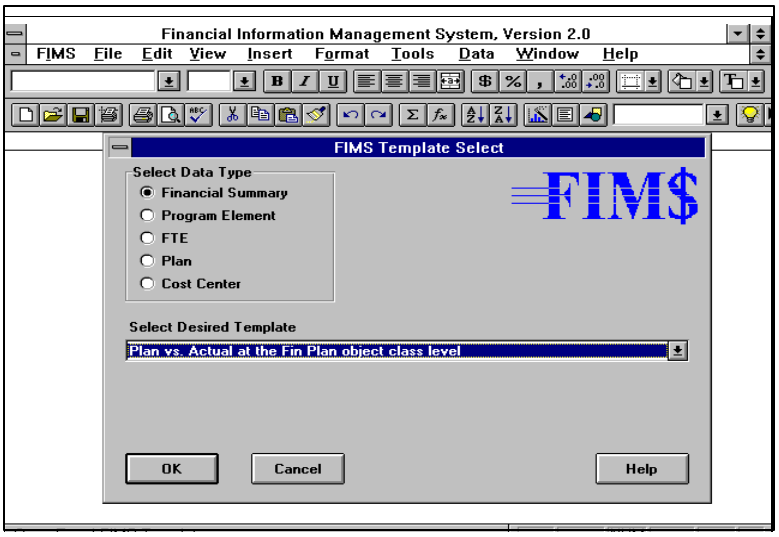
The **FIMS Template Select** dialog box allows the user to select a desired **Data Type** by clicking on the button to the left of that data type. The types of data available to FIMS users are:

- Financial summary data
    - Weekly obligations
    - Financial plan analysis
    - Monthly actual obligations
    - Year-to-date (YTD) obligations
- Program Element detail data
    - All Object Classes
    - Monthly actual obligations
    - YTD obligations
- Cost Center detail data
    - Same as for Program Element detail data
- Financial Plan data
    - Quarterly breakout
    - All submitted views
- FTE - sub-office detail for all appropriations
    - Personnel data
    - Payroll dollars

The drop-down list box will display the template descriptions for the chosen data type. If the **Financial Summary** data type is selected, the drop-down list displays the template descriptions for the Financial Summary templates. If the selection is changed to **Program Element** data type, then the list of templates in the drop-down list will automatically be updated to display Program Element template descriptions. Clicking the down arrow reveals the entire list. Clicking on that description to highlight it and then by clicking the OK button

chooses the desired template.

.



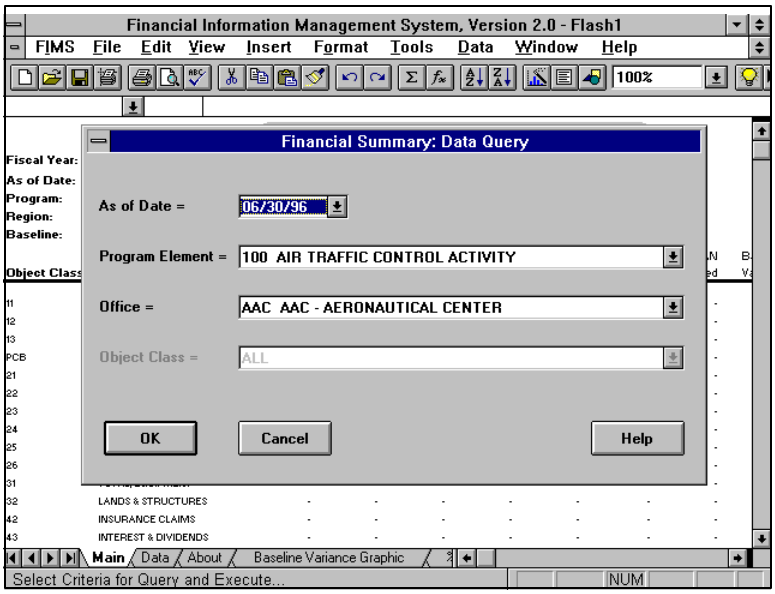
The screen then presents the **Data Query** dialog box. Depending on the Data Type selected in the **FIMS Template Select** dialog box, a customized Data Query dialog box is displayed. For example, if a Financial Summary template is selected in the FIMS Template Select dialog box, the **Financial Summary: Data Query** dialog box is displayed.

Working in FIMS (Contd.)

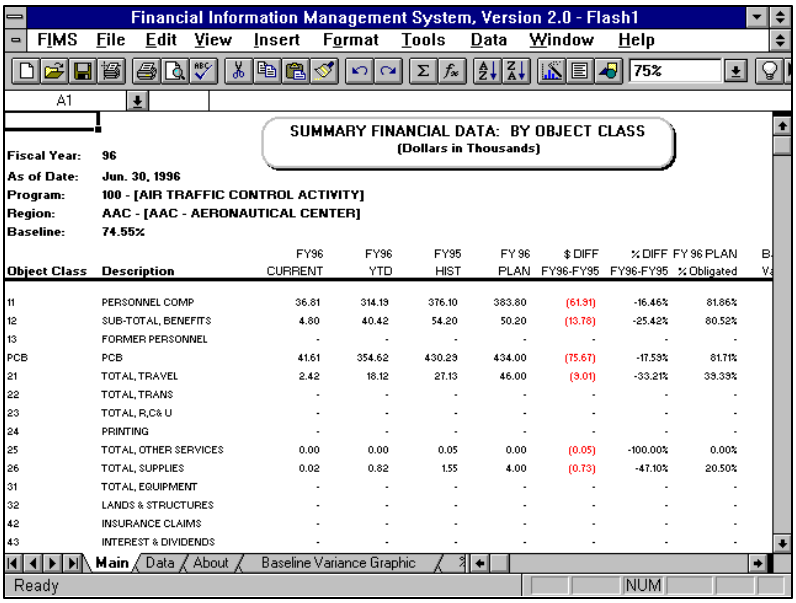
Tip

A customized Data Query dialog box is displayed depending on the Data Type selected in the **FIMS Template Select** dialog box. Each template has its own particular data categories. Some drop-down lists may be disabled if these categories are inapplicable.

The Financial Summary Data Query dialog allows for selection of data according to As of Date, Program Element, Region, and Object Class, by means of drop-down lists. The As of Date corresponds to the actual calendar date which is converted to corresponding fiscal year and month by the Program. The user can scroll down the drop-down list to select the querying criteria. On-line context-specific help screens have been implemented to guide the user through a customized FIMS session. A help button is available on each dialog box.



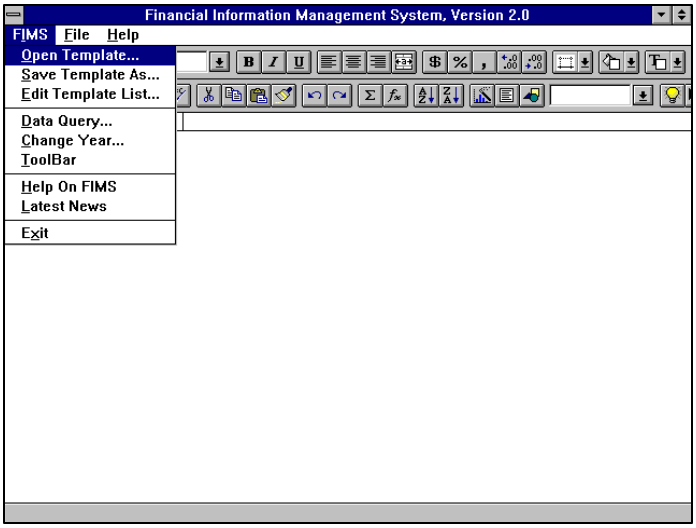
When the specified data is selected and **OK** is clicked, the data appears on the screen in a pre-formatted Excel workbook (spreadsheets and charts).



Working in FIMS (Contd.)

The FIMS templates are Microsoft Excel workbooks that organize and display FAA financial data, retrieved via the FIMS interface from an underlying Access database. The FIMS templates are pre-formatted to display and print FAA financial data in an organized format. The same data may also be displayed and printed as charts by clicking on the appropriate tab at the bottom of the screen. The user may organize the FIMS templates and charts, populated with data retrieved from the database into Excel workbooks.

FIMS Menu



The customized FIMS drop-down menu selection (FIMS) on the Excel menu bar provides nine selection options:

1. **Open Template...**
2. **Save Template As...**
3. **Edit Template List...**
4. **Data Query...**
5. **Change Year...** (for Access users)
   Change Year or Profile... (for Oracle users)
6. **ToolBar**
7. **Help on FIMS**
8. **Latest News**
9. **Exit**

Opening Templates

Select **Open Template...** from the FIMS drop-down menu and the **FIMS Template Select** dialog box is displayed. The **FIMS Template Select** dialog box asks the user to select a desired **Data Type**. The types of data available to FIMS users are the following:

Financial Summary data

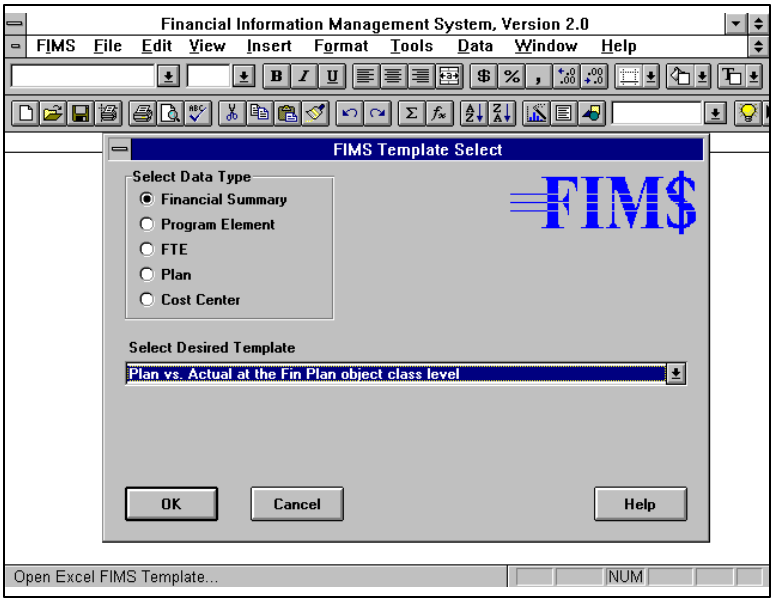
Program Element data

FTE data

Plan data

Cost Center data

Select the desired **Data Type** (click the option button to the left of the data type's name) and a drop-down list box automatically displays descriptions of the templates available for the selected data type. Click the down arrow to view the entire list.



Choose the desired template from the drop-down list and click the **OK** button. The desired template will open.

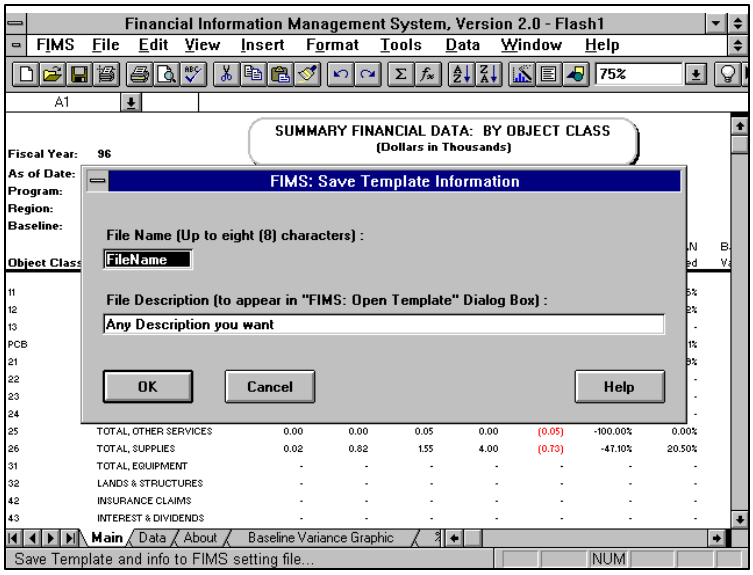
Saving Templates

Changes may be made to standard template layouts and then saved under a name to form a user-customized template. The template information will be updated to the user profile and the file saved to the custom template CUSTTEMP directory created at the time of installation.

Select **Save Template As...** from the FIMS drop-down menu.

Warning

A valid FIMS template must be open before selecting the **Save Template As...** menu option.



Warning

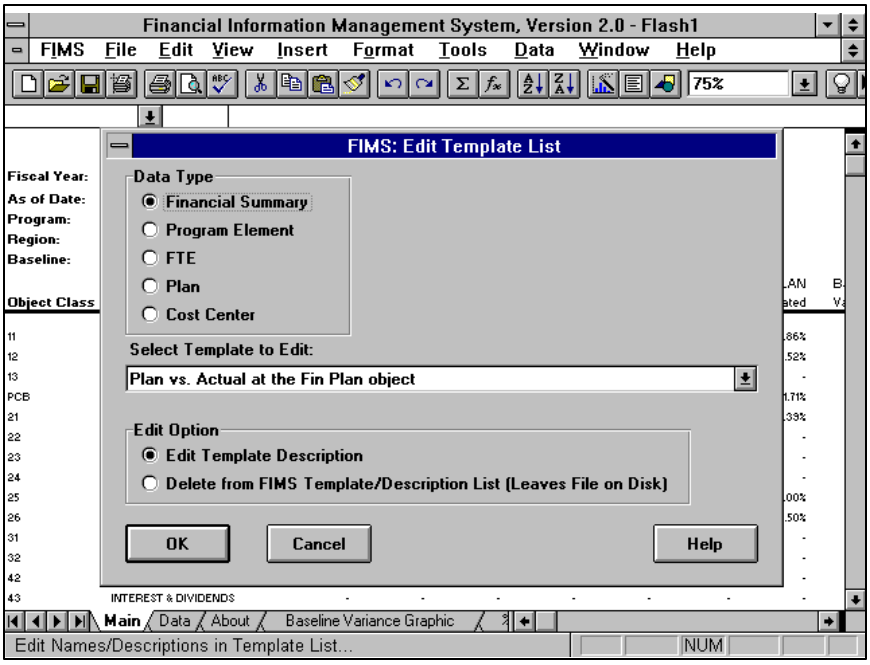
Do not use a numeric as the first character in an unique file name. Excel will not handle this name properly, and the dialog boxes will not provide the valid data query options.

Provide a **File Name** of at most eight characters, and a **File Description** of up to 75 characters. Click the **OK** button. The template will be saved to the CUSTTEMP subdirectory mentioned at the time of installing FIMS v2.0.1, and the description will automatically be updated to the template list (i.e., it will appear in the **FIMS Template Select** dialog box under the Select Desired Template drop-down list the next time it is selected).

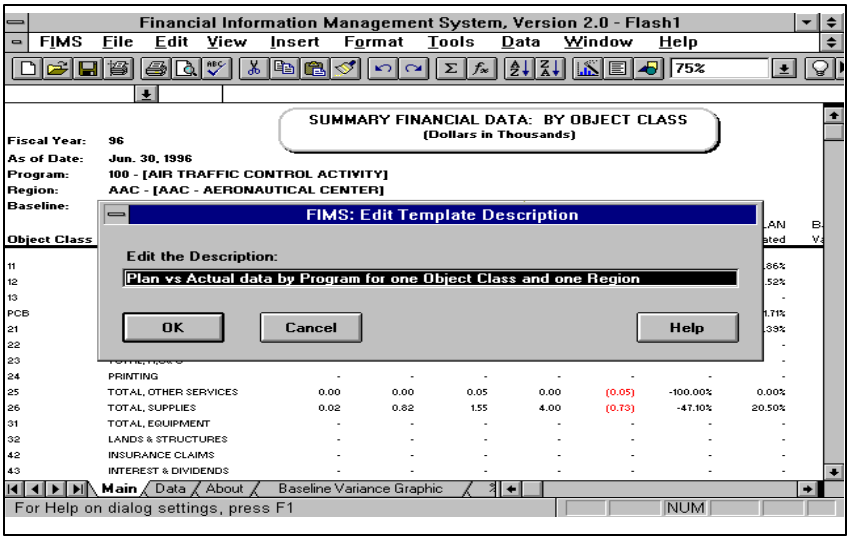
Note: FIMS will not allow the use of a duplicate name for the custom templates. If the user wants to modify an already existing custom template, open the template by selecting **Open Template** from the FIMS menu. Make any necessary changes, and do the normal Excel save. The changes made will now be available through the **Open Template** FIMS menu option.

Editing Templates

The user may change a template's description in the User Profile/Custom List by editing or deleting it. The user's custom file list is updated as changes are made. Select **Edit Template List...** from the FIMS drop-down menu.

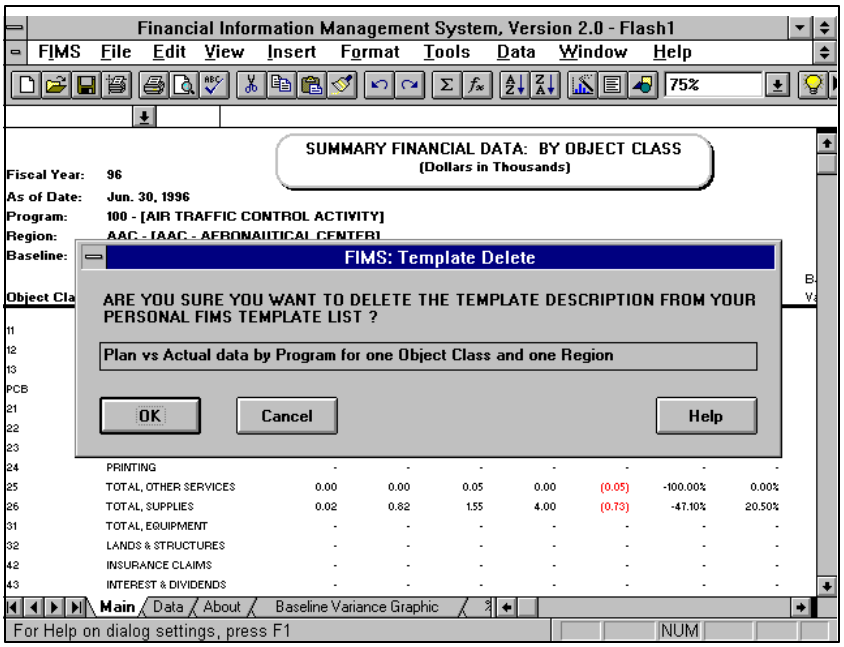


Select the desired **Data Type** and the **Template Description** in the drop-down list box. To edit the template description, select the **Edit Template Description** option and click the **OK** button.



Editing Templates (Contd.)

To delete the Template Description from the User Profile list, select the desired Data Type, and the Template Description in the drop-down list box. Select the Delete Template Description option and click the **OK** button.



The Delete dialog box alerts the user with the message "**Are you sure you want to delete this description?**" before deleting the description. Select **OK** to delete or **Cancel** to return to the main menu without deleting.

Warning

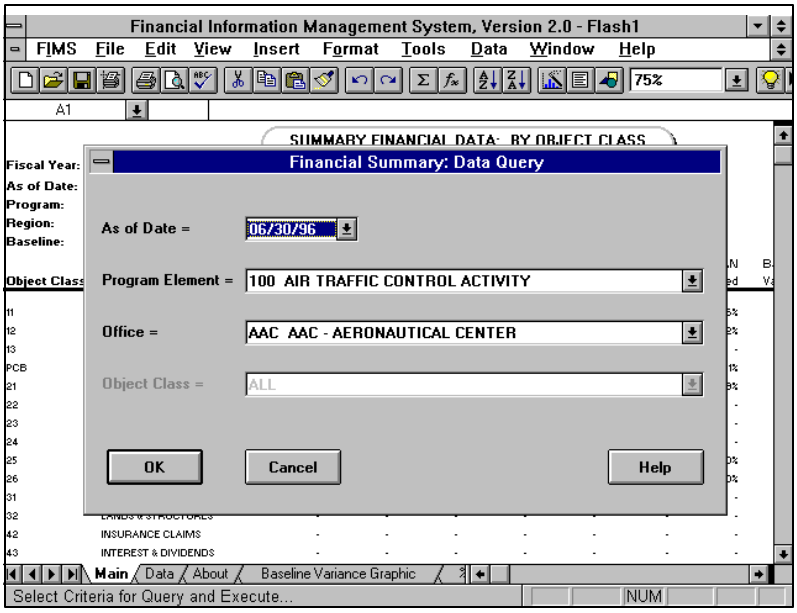
The file will be deleted only from the user's custom list, not from the TEMPLATE directory.

Querying The Database

Data Query

Depending on user location, FIMS data is stored and managed in either an Oracle RDBMS or as Access 2.0.1 databases separately for each year. The yearly filenames are DATA96.MDB, DATA95.MDB, etc. The FIMS 2.0.1, when launched, accesses the current year's data. If the user wants to access the past year's data, then the user has to use the Change Year option in the FIMS menu of the main menu bar. The Oracle users will have a profile list and year list which, when selected, will allow them to browse the data in specially designated areas.

Select **Data Query...** from the FIMS drop-down menu (when a valid FIMS template is active or select **Open Template...** to open a valid FIMS template). A customized Data Query dialog box pertaining to the active template data type appears. For example, if a Cost Center template is active, the Cost Center Data Query dialog box appears.



Template-specific criteria are displayed with options in drop-down list boxes. Select the criteria and click the **OK** button. The data will be retrieved automatically from the FIMS Database to the template. Querying time will vary depending on the size of the returned data, database type being used, and user computer system configuration.

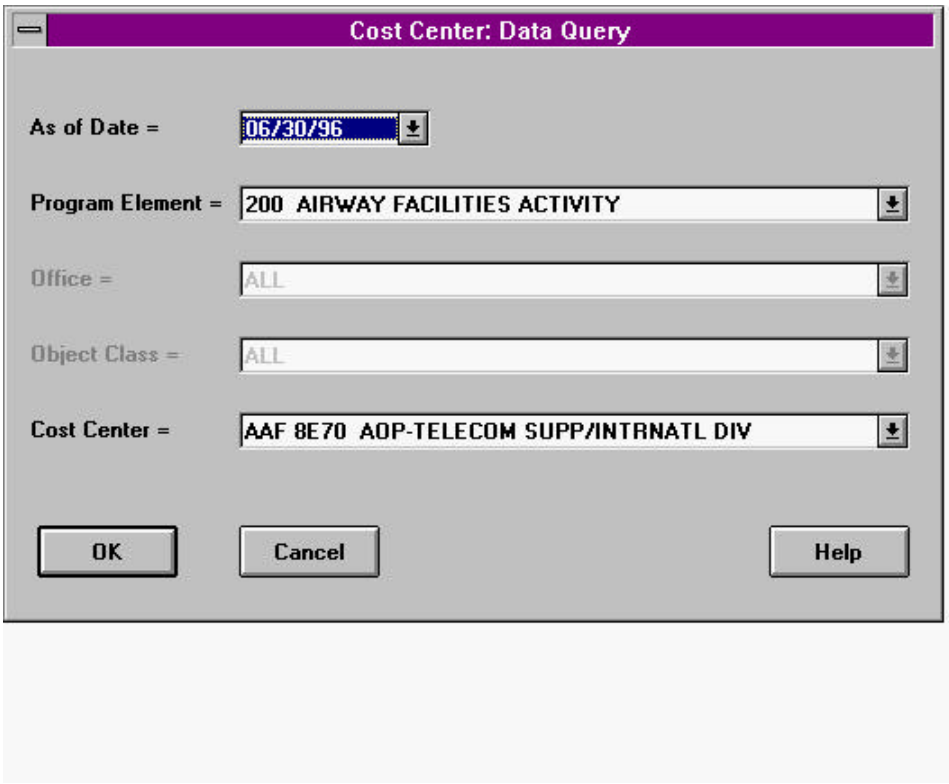
Tip

The dialog box is dynamically linked to the active template so only criteria specific to the template is available. The user must select a valid option.

Querying the Database

(Contd.)

The one character DAFIS region code used in version 1.3 has been replaced with a six character region/office code to make the querying of cost center templates easier.

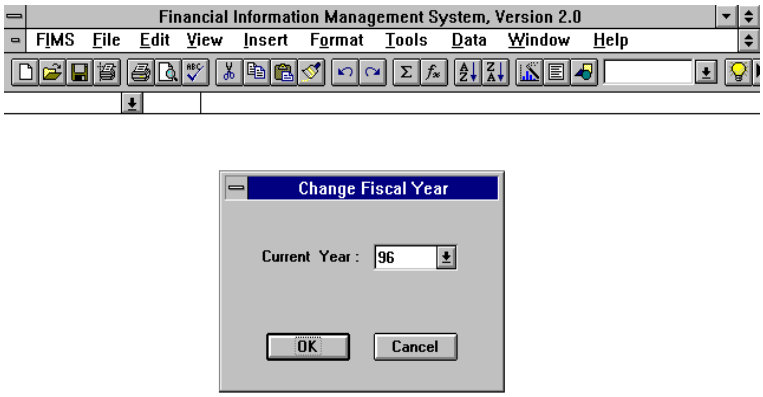


Changing Year and Profile

Depending on whether the user is an Access user or an Oracle user, the different FIMS drop-down menu items will appear. For example, **Change year**..., or **Change year or profile**....

Access Users

Access users -Access users will need to change the year to browse the past year's data. From the FIMS drop-down menu, select **Change Year...** , and the following dialog box appears.

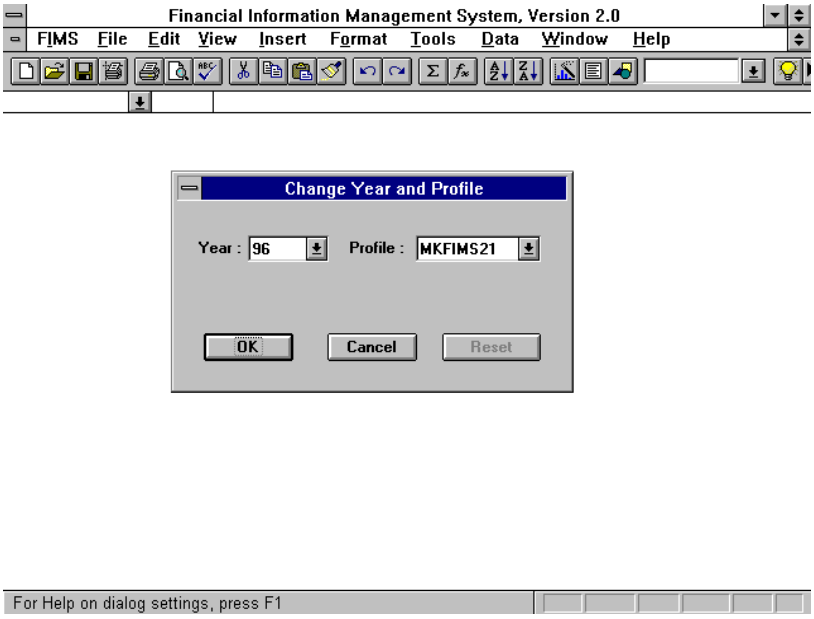


The drop-down list box will display the most current fiscal year. Select the year from the list and click the **OK** button**.** The drop-down list boxes in the **Data Query** dialog box will be updated according to the selected year.

Oracle Users

Oracle Users - Oracle users will need to change the Profile name and year to browse data for different areas as defined in the Oracle database.
From the FIMS drop-down menu, select **Change Year or Profile...** , and the following dialog box appears:

Changing Year and Profile (Contd')



The drop-down list boxes will display the current (default) year and the default profile office, which was installed by the users. Select the combination of year and profile name from drop-down list boxes and click the **OK** button. The drop-down list boxes in the **Data Query** Dialog box will be updated for the selected year and the profile name. To reset the default year and the profile name in the dialog box, click the **Reset** button.

Oracle Profile

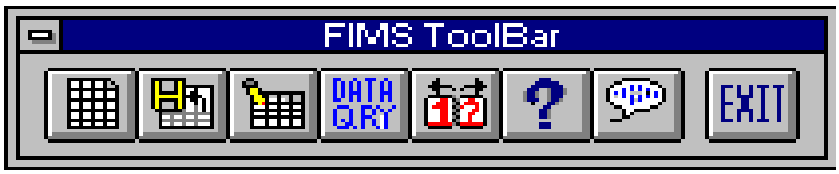
User names, configured by the database administrator, allow the user to focus on specific sets of FIMS data. For example, User name "AAT" will filter out air traffic data for the user to query. The advantages of using an Oracle profile are:

- Decrease the size of the dataset, increasing the speed of the query.
- The user does not have to scroll through unwanted cost centers, program codes, etc.
- Minimize the chance of invalid queries.

From the FIMS drop-down menu, select **ToolBar.**

Selecting ToolBar

The FIMS toolbar appears on the right hand side of the screen. Icons in the toolbar have the same functions as the FIMS drop-down menu items.



Tip
A help message will appear on the status bar, when the cursor points to an icon.

From the FIMS drop-down menu, select **Latest News**. Latest News will inform the user of items such as new templates that have been created, any changes to the system, new cost centers, office/regions etc. It also will keep the users abreast of any development plans for future versions of FIMS.

From the FIMS drop-down menu, select **Exit** or click the **Exit** button in the FIMS ToolBar.

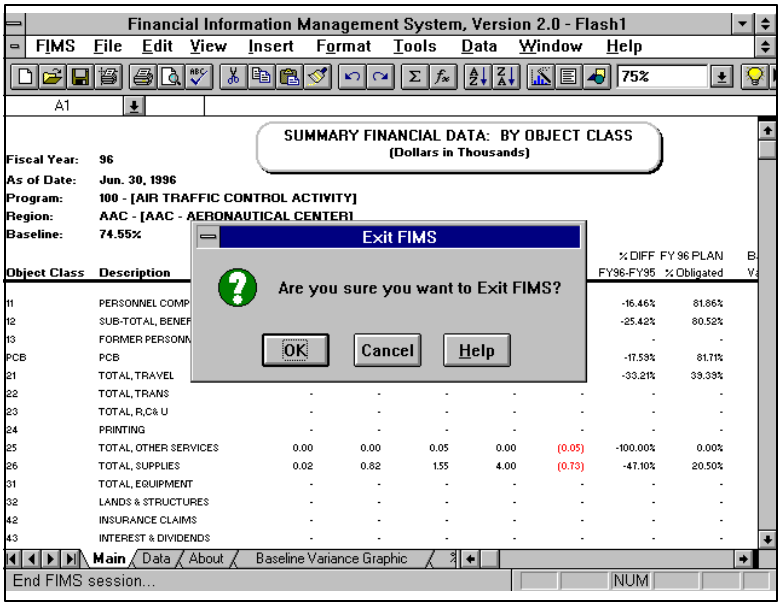
Latest News

Exiting FIMS

WARNING:

The user will not be prompted to save work when Exit is selected! Save work before exiting if need!

NOTE: Exiting FIMS using means other than the FIMS menu "EXIT" will not close MS Query.



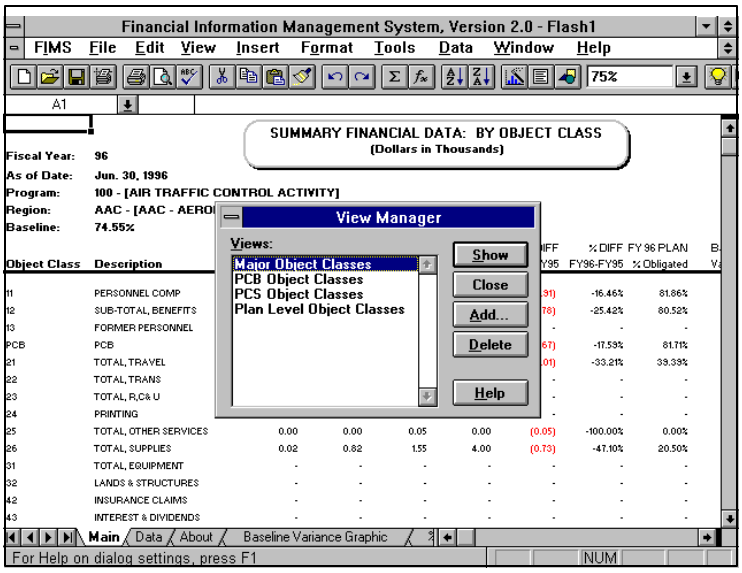
A confirmation dialog box is displayed. Click the **OK** button. This will close any active templates, disengage FIMS features such as external/remote database links, custom menus and features, and will then close Excel and MS Query.

Changing Views

Many of the FIMS templates utilize the **Excel View** feature which reorganizes the way data is presented in Excel to improve viewing. Views are user-defined "cuts" of active templates and worksheets; they may hide rows and columns, define window and print settings, etc. The user to suit individual needs or tastes may customize views.

Changing a Template View

Select **View Manager** from the **View** drop-down menu.



If the template contains Views (not all templates do), a drop-down list of available Views will appear. Select the desired View and Click the **Show** button.

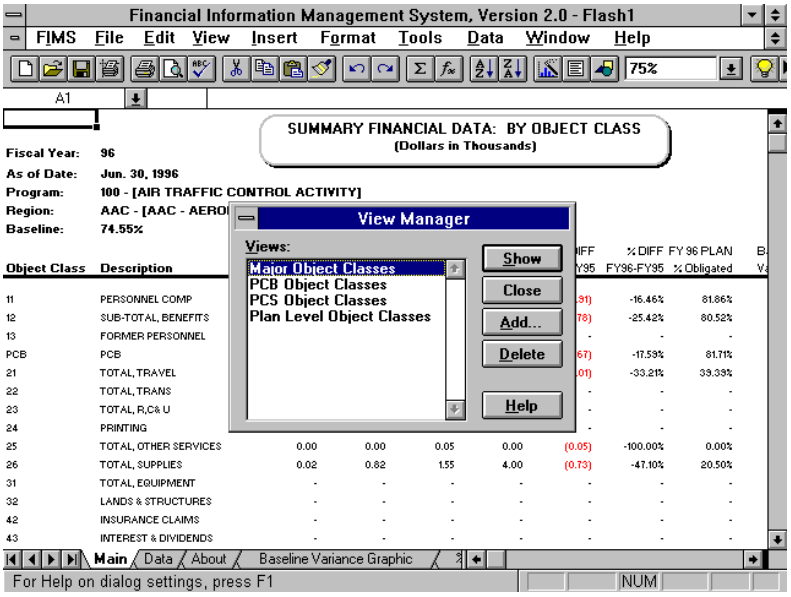
See **Excel View Feature** and **Creating a Custom View** (in the Excel User's Guide) for more information about Views.

Tip: If the "View" menu does not include the View Manager option, select it as an add-in under the Excel Tools menu.

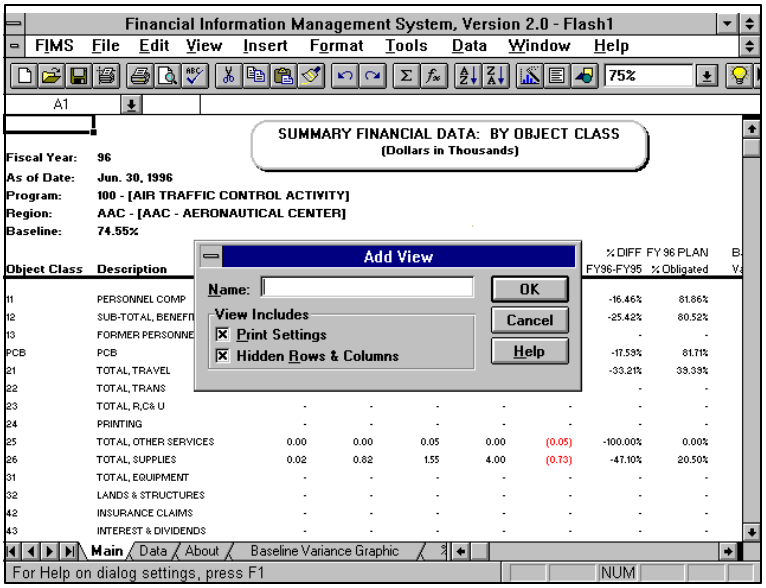
Create a Custom View

A View in a worksheet or template may save several settings including display settings, row height, column width, selected cells, print settings, window size, and position.

To create a custom View, after the desired settings have been established, select **View Manager** from the **View** drop-down menu.



Click the **Add** button.



Type in a name for the view in the **Add View** dialog box.

Create a Custom View (Contd.)

To open a View that has been saved, open the worksheet, select **View Manager** from the **View** drop down menu, highlight the name of the View, and click the **Show** button.

See **Excel View Feature** and **Changing a Template View** (in the Excel User's Guide) for more information about Views.

WARNING:

After a custom view has been created, the workbook must be saved by using the **Save Template As...** menu option.

Maintenance

Changing FIMS Settings

FIMS v2.0.1 settings are stored in the FIMS2_0.INI file in the Windows directory. Although these settings are automatically set during a FIMS installation, manual changes can be made by loading the FIMS2_0.INI file into a text editor such as Windows Notepad.

[FIMS2_0] Section Settings

The [FIMS2_0] section contains settings necessary to run FIMS v2.0.1.

FIMS_Setup_Files=<path>

Default:A:\ or B:\

Purpose: Specifies the path where startup database file FIMS2DAT.MDB can be found for installations. It is automatically set to the location of the most recent FIMS Setup floppy drive.

FIMS_Update_Files=<path>

Default:C:\FIMS20\MDATA

Purpose: Specifies the path where the source database FIMS2DAT.MDB can be found for data updates. It is set to the location of the most recent Data Update path.

FIMS_Path=<path>

Default:C:\FIMS20

Purpose: Specifies the path defining where FIMS version 2.01 is installed.

FIMS_Data_Path=<path>

Default:C:\FIMS20\FIMSDATA

Purpose: Specifies the path defining where FIMS data (DATAx.MDB) is located.

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Maintenance (Contd.)

FIMS_Template_Path=<path>

Default:C:\FIMS20\TEMPLATES

Purpose: Specifies the path defining where the installed FIMS v2.0.1 templates are located.

FIMS_Custtemp_Path=<path>

Default:C:\FIMS20\CUSTTEMP

Purpose: Specifies the path defining where the user profile database USERPROF.MDB, the template description database, and the customized FIMS v2.0.1 templates are located.

Excel_Path=<path>

Default:none

Purpose: Specifies the path of Microsoft Excel.

Excel_Views_Path=<path>

Default:none

Purpose: Specifies the location of VIEWS.XLA.

MSQuery_Path=<path>

Default:none

Purpose: Specifies the path of Microsoft Query.

MSQuery_Name=<**Msquery.exe**|**Msqry32.exe**>

Default: Msquery.exe

Purpose: Specify the Microsoft Query executable name,

Maintenance

(Contd.)

FIMS_Data_Source_Type=<database type>

Default: ACCESS

Purpose: Set <database type> to "ORACLE" when FIMS data is stored in Oracle. Otherwise, set <database type> to "ACCESS".

Access_Source_Name=<source name>

Default: none

Purpose: When using Access as the FIMS data source, set <source name> to the Microsoft Query source name to connect to Microsoft Access.

Access_User_Name=<username>

Default: Admin

Purpose: When using Access as the FIMS data source, set <username> to the Access user name.

Access_User_Password=<password>

Default: none

Purpose: When using Access as the FIMS data source, set <password> to the Access password.

Oracle_Source_Name=<source name>

Default: none

Purpose: When using Oracle as the FIMS data source, set <source name> to the Microsoft Query source name to connect to Oracle.

Oracle_User_Name=<username>

Default: FIMS20

Purpose: When using Oracle as the FIMS data source, set <username> to the Oracle server user name.

Oracle_User_Password=<password>

Default: FIMS20

Purpose: When using Oracle as the FIMS data source, set <password> to the Oracle server password.

Installation Log File

The file ST5UNST.LOG is created to trace the action taken during the load process. It is found in the c:\fims2_0 directory. It is also used to uninstall FIMS.

%% PLEASE DO NOT MODIFY OR DELETE THIS FILE! %%
%% This file contains information about the installation of an application. %%
%% It will be used to automatically remove all application components from your computer if you choose to do so. %%

NOTE: Beginning of the bootstrapper section

CONFIG: Title: "FIMS 2.0 Office 95-97 DDE"

ACTION: TempFile: "C:\WINDOWS\setup1.exe"
(File was not found or was an older version -- new file copied)

ACTION: RegKey: "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion", "SharedDLLs"

ACTION: SharedFile: "C:\WINDOWS\SYSTEM\VB5StKit.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\MSVBVM50.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\StdOle2.tlb"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\OleAut32.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\OlePro32.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\AsycFilt.dll"
(File currently on disk was already up to date)

NOTE: The file 'Ctl3d32.dll' was not copied because it is intended for use under Windows NT 3.51 only. It is not needed under Windows 95 or NT 4.0.

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\ComCat.dll"
(File currently on disk was already up to date)

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\MSVBVM50.dll"

ACTION: TLBRegister: "C:\WINDOWS\SYSTEM\StdOle2.tlb"

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\OleAut32.dll"

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\OlePro32.dll"

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\ComCat.dll"

NOTE: End of the bootstrapper section

NOTE: Now spawning the main Setup program 'C:\WINDOWS\setup1.exe'....

ACTION: CreateDir: "c:\fims20"

ACTION: SharedFile: "C:\WINDOWS\SYSTEM\COMDLG32.OCX"
(File currently on disk was already up to date)

ACTION: SharedFile: "C:\WINDOWS\SYSTEM\THREED32.OCX"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\MFC40.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\MSVCRT40.dll"
(File currently on disk was already up to date)

ACTION: SharedFile: "C:\Program Files\Common Files\Microsoft Shared\DAO\dao2535.tlb"
(File currently on disk was already up to date)

ACTION: SharedFile: "C:\Program Files\Common Files\Microsoft Shared\DAO\DAO350.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\MSJtEr35.dll"
(File currently on disk was already up to date)

ACTION: SystemFile: "C:\WINDOWS\SYSTEM\MSJInt35.dll"
(File currently on disk was already up to date)

ACTION: PrivateFile: "c:\fims20\fimsetup.exe"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\FIMSETUP.ICO"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\EXCEL5.XLB"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\FIMGUIDE.HLP"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\fims2_0.xla"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\Fims20.exe"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\FIMS2DAT.MDB"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\ADDTEMP.MDB"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\FIMSETUP.INI"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\README.WRI"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\VISDATA.EXE"
(File was not found or was an older version -- new file copied)

ACTION: CreateDir: "c:\fims20\custtemp"

ACTION: PrivateFile: "c:\fims20\custtemp\USERPROF.MDB"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\custtemp\FILES.MDB"
(File was not found or was an older version -- new file copied)

ACTION: CreateDir: "c:\fims20\template"

ACTION: PrivateFile: "c:\fims20\template\WEEK_OC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CC_BY_MO.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CC_BY_OC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CC_BY_PE.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CCBLD_CC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CCBLD_OC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\Flash.xlt"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\FTE_AWA.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\FTE_PROG.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\FTE_REG.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\MO_FLASH.XLT"

(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\MO_PROG.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\MO_REG.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PE_BY_MO.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PE_BY_OC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PE_BY_PE.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PE_PCS.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PEBLD_OC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PEBLD_PE.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PEBYOFF.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PLN_SUM.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PLNCOMP.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\PROGRAMS.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\REGIONS.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\SUMPEOFF.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\WEEK_CC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: PrivateFile: "c:\fims20\template\CC_BY_CC.XLT"
(File was not found or was an older version -- new file copied)

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\COMDLG32.OCX"

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\THREED32.OCX"

ACTION: DllSelfRegister: "C:\WINDOWS\SYSTEM\MFC40.dll"

ACTION: DllSelfRegister: "C:\Program Files\Common Files\Microsoft Shared\DAO\DAO350.dll"

ACTION: ExeSelfRegister: "c:\fims20\VISDATA.EXE"

ACTION: ShellLink: "", "FIMS 2.0 Office 95-97 DDE"

ACTION: RegKey: "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion", "App Paths\fimsetup.exe"

ACTION: RegValue: "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\App Paths\fimsetup.exe", ""

Installed Files Information

FIMS Directory Structure

Installed System Files

The following files should be in the WINDOWS\SYSTEM directory after a FIMS installation:

VB5STKIT.DLL
COMCAT.DLL (WINDOWS 3.1)
MSVBVM50. DLL
MSJINT35. DLL
STDOLE2 TL B
MSJTER35 DLL
OLEAUT32 DLL
DAO0350.DLL
OLEPRO32 DLL
DAO2535 TLB
ASYCFILT DLL
MSVCRT40. DLL
COMDLG32 OCX
MFC40.DLL
THREED32.OCX

Required FIMS Files

The following file should be in the WINDOWS directory

EXCEL5.XLB

FIMS2_0.INI

The following files should be in the FIMS20 directory:

ADDTEMP.MDB

EXCEL5.XLB
FIMSETUP.INI
FIMS20.EXE
FIMSETUP.EXE
FIMS2_0.XLA
README.WRI
FIMGUIDE.HLP
ST5UNST.LOG
FIMSETUP.ICO
VISDATA.EXE

Templates Distributed with FIMS Version 2.0.1

The following files should be in the FIMS template (FIMS20\TEMPLATE) directory:

Financial Summary

FLASH.XLT
PROGRAMS.XLT
REGIONS.XLT
MO_FLASH.XLT
MO_PROG.XLT
MO_REG.XLT
SUMPEOFF.XLT
WEEK_OC.XLT

FIMS Directory Structure (Contd.)

Templates Distributed with FIMS Version 2.0.1 (Contd.)

Program Element

PE_BY_MO.XLT	PE_BY_OC.XLT
PE_BY_PE.XLT	PE_PCS.XLT
PEBLD_OC.XLT	PEBLD_PE.XLT
PEBYOFF.XLT	

FTE

FTE_PROG.XLT	FTE_REG.XLT
FTE_AWA.XLT	

Plan

PLNCOMP.XLT	PLN_SUM.XLT

Customized Template Directory

Cost Center

CC_BY_OC.XLT	CC_BY_CC.XLT
CC_BY_MO.XLT	CC_BY_PE.XLT
CCBLD_CC.XLT	CCBLD_OC.XLT
WEEK_CC.XLT	

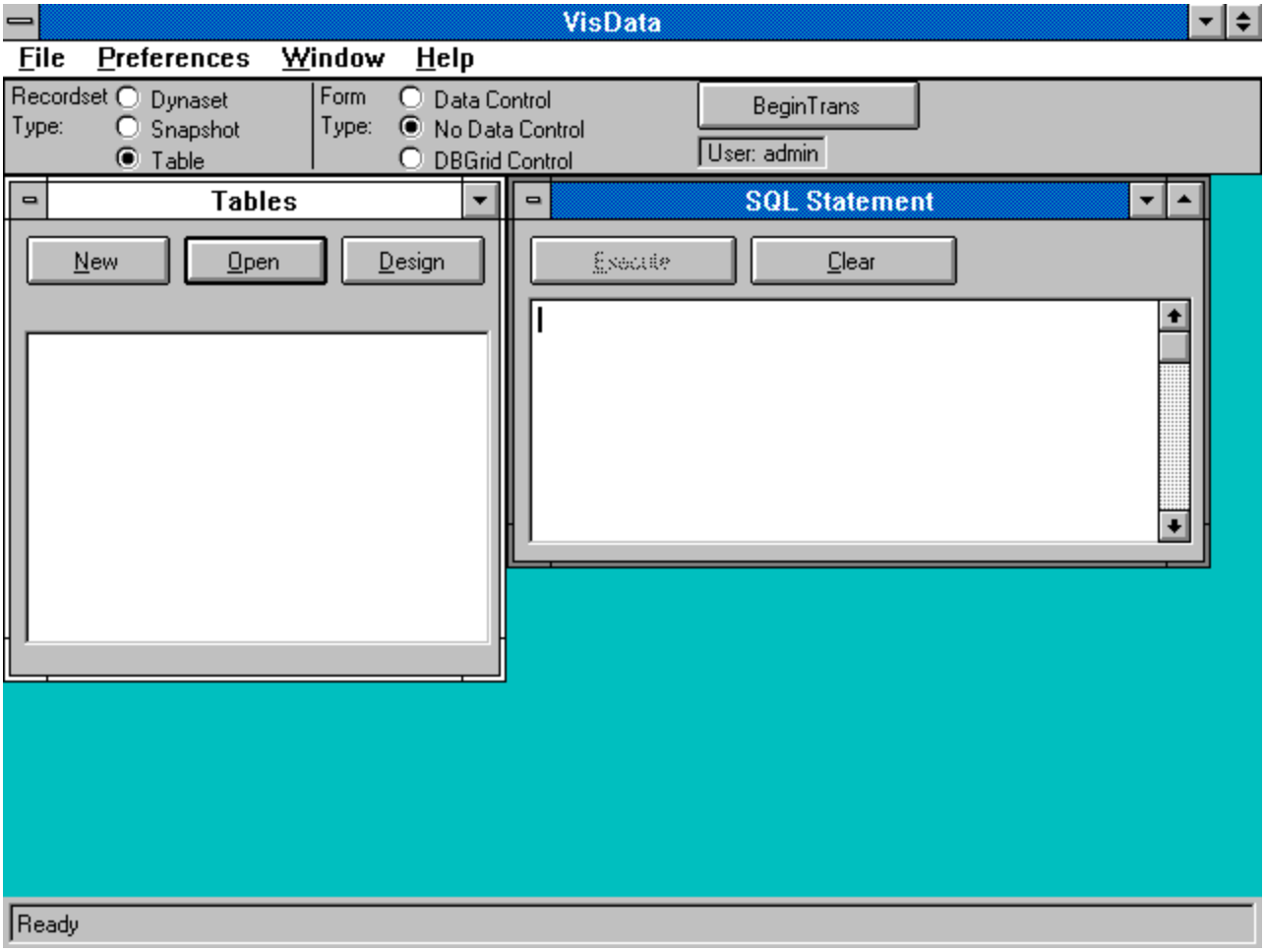
Required Data File

On installation, a customized directory CUSTTEMP will be created. The CUSTTEMP directory will contain the file FILES.MDB . Also, for Oracle users, a USERPROF.MDB file will be created which will have a table UserProfile. This table will have a list of Profile names entered by user at the time installation. The profile list will be used to access the user-specific area of Oracle database. All customized Excel workbooks saved by the user with the **Save Template As...** menu option will be saved in the CUSTTEMP directory.

When using ACCESS as the FIMS data source, FIMS Setup installs DATAx.MDB in the FIMSDATA directory where x, is the fiscal year of data. For example, DATA96.MDB is the data file for the fiscal year 1996.

Using Data Manager

For the convenience of users, a Data Manager has been provided to browse/manipulate the Access Databases. To use it, click the FIMS Setup/Data Update icon in the FIMS2_0 program group in the Program Manager. Choose the **Open Data Manager** option and click the **Continue** button. The following Data Manager will appear.



Upgrading ODBC Driver

(Access 2.01 users only)

The MS Query supplied with the Microsoft Office does not read the Access 2.0.1 databases. The correct ODBC drivers are loaded for Access 7 when Office 97 is properly installed. The Access 2.0.1 problem is known to Microsoft. To perform SQL queries through MS Query, the ODBC driver needs to be upgraded. The upgrade program is in three diskettes. Follow the following steps to upgrade the ODBC driver.

1. Make sure all other Windows applications are closed.

2. Insert the installation disk# 1 in the appropriate drive.

3. From the drop-down **File** menu of the Program Manager or File Manager, choose **RUN**.

4. Type **a:\setup** or **b:\setup** as appropriate in the Command Line and choose OK. The setup program starts. Follow these Setup options on the screen:

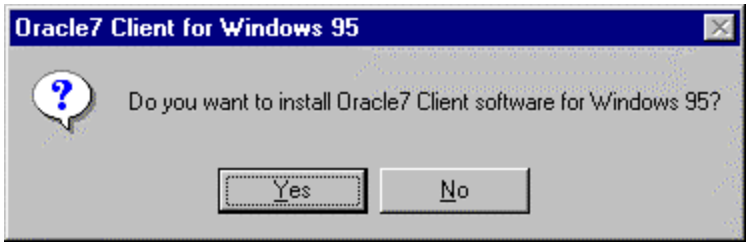
4.1 When the first dialog box appears, select **Continue**.
4.2 In the second dialog box, select **Drivers**. Select **Microsoft Access Driver** by clicking once to highlight and then clicking the **OK** button. The upgrade program will begin copying file to your system directory
4.3 A third dialog box will appear. Select **Access data** and then click the **OK** button.
4.4 A fourth dialog box will appear. Click the **OK** button.
4.5 In the fifth dialog box called Data Sources, Select **MS Access 2.0.1** databases. Click the **Setup** button.
4.6 A sixth dialog box will appear. Enter the data source name as **FIMS20 Access** and click the **Select** button and then type the path where the .mdb file is located. Click the **OK** button.
4.7 The user is returned to the ODBC setup program's first dialog box. Click the **OK** button to exit the ODBC Update program.
4.8 Restart the windows.

Upgrading Oracle ODBC Driver

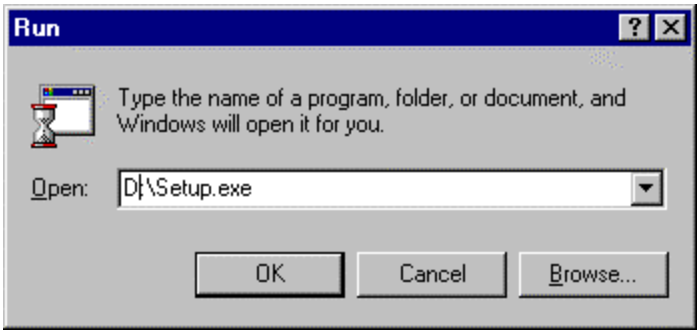
To use FIMS with the 32-bit Office 97, the Oracle Client must be installed on the local drive.

1. Insert the Oracle[tm] Client Software CD into the CD drive. For Windows 98, use version 7.3.4.0.0. For Windows 95, use either version 7.3.2.0.0 or version 7.3.4.0.0.

1. If the Autorun feature for the CD is available, then the following screen appears. Click **Yes** to start the loading of the Oracle Client.

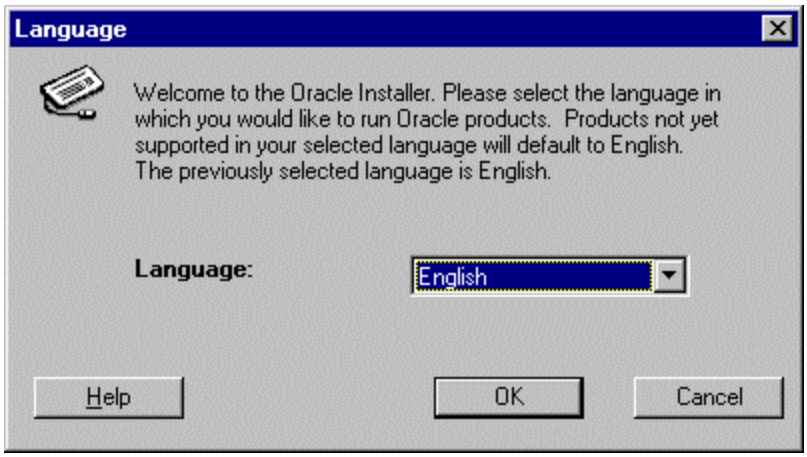


If the Autorun feature is not available (above Oracle Client Screen does not appear when the CD is inserted into the CD-ROM drive), then choose **RUN** from the drop-down **File** menu of the Program Manager or File Manager. Type or select **d:\setup** or the drive appropriate for the CD-ROM in the Command Line. Choose **OK**.

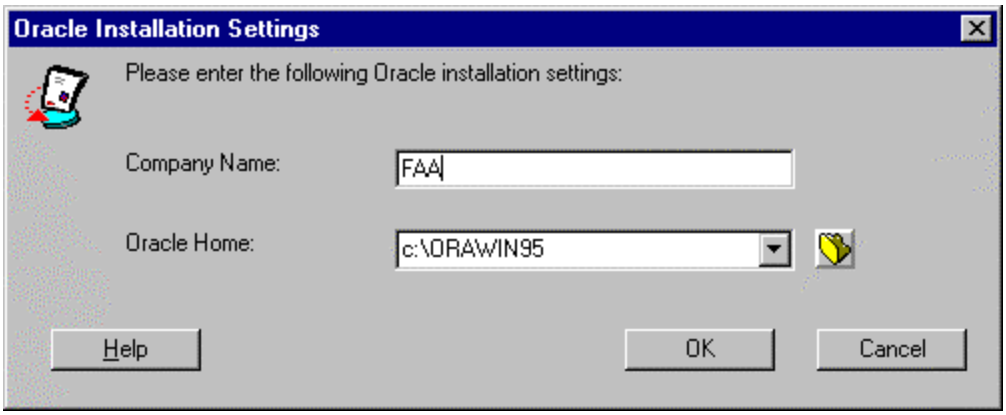


3. The setup program starts the Oracle Installer (Orainst.exe). Follow these Setup options on the screen:

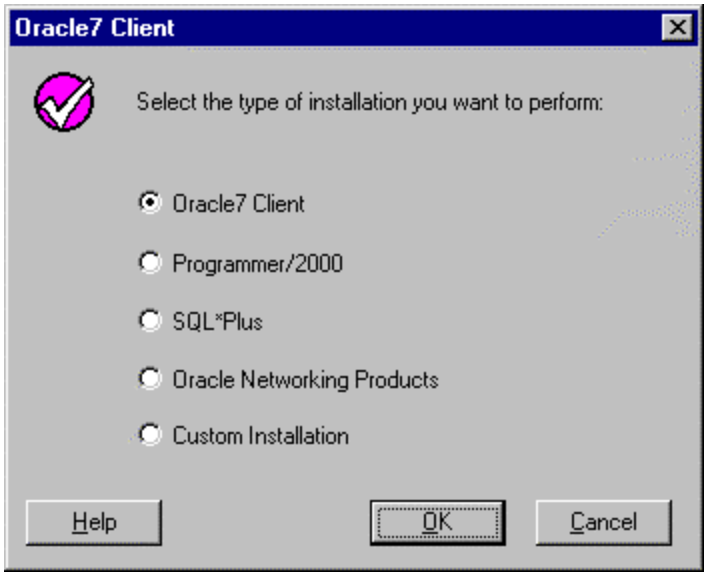
3.1 Select **OK** for the English language.



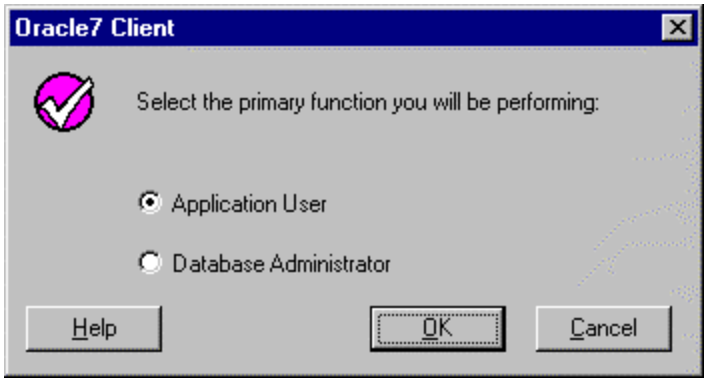
3.2 Select the location of drive to install the Oracle drivers. Select the default Oracle Home path **C:\ORAWIN95**, unless there is not enough space on the C: drive and then click the **OK** button.



3.3 Select **Oracle7 Client** and then click the **OK** button.

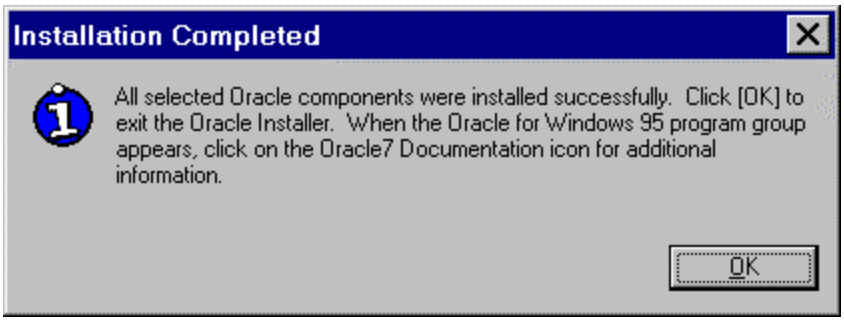


3.4 Select **Application User**. Click the **OK** button.



3.5 Select **CD-ROM** as the location of the Oracle Documentation unless the documentation is to be placed on the Hard Drive (53M). Click the **OK** button.

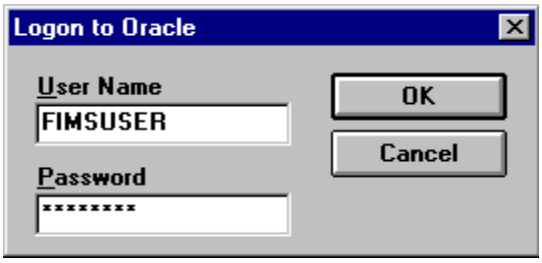
3.6 Select **OK** to complete the installation of the Oracle Client.



4. Create the directory C:\ORAWIN95\NETWORK\ADMIN. Copy the files TNSNAMES.ORA and SQLNET.ORA to this directory. Request the location of these files from the network administrator. In particular, the following should be in the TNSNAMES.ORA:

```
FIMSTCP.faa.dot.gov =
  (DESCRIPTION =
    (ADDRESS_LIST =
        (ADDRESS =
          (COMMUNITY = TCPCOM.faa.dot.gov)
          (PROTOCOL = TCP)
          (Host = 172.27.136.15)
          (Port = 1527)
        )
    )
    (CONNECT_DATA =
      (SID = FIMS)
         (GLOBAL_NAME = FIMSTCP.faa.dot.gov)
    )
  )
```

5. The VSL.INI file provides connectivity to the Oracle database. It must be in the Windows directory. The approximate file size is 5344 bytes. The following message appears when the VSL.INI is not installed. However, if FIMS cannot connect to the Oracle database for other reasons, this same screen will appear.



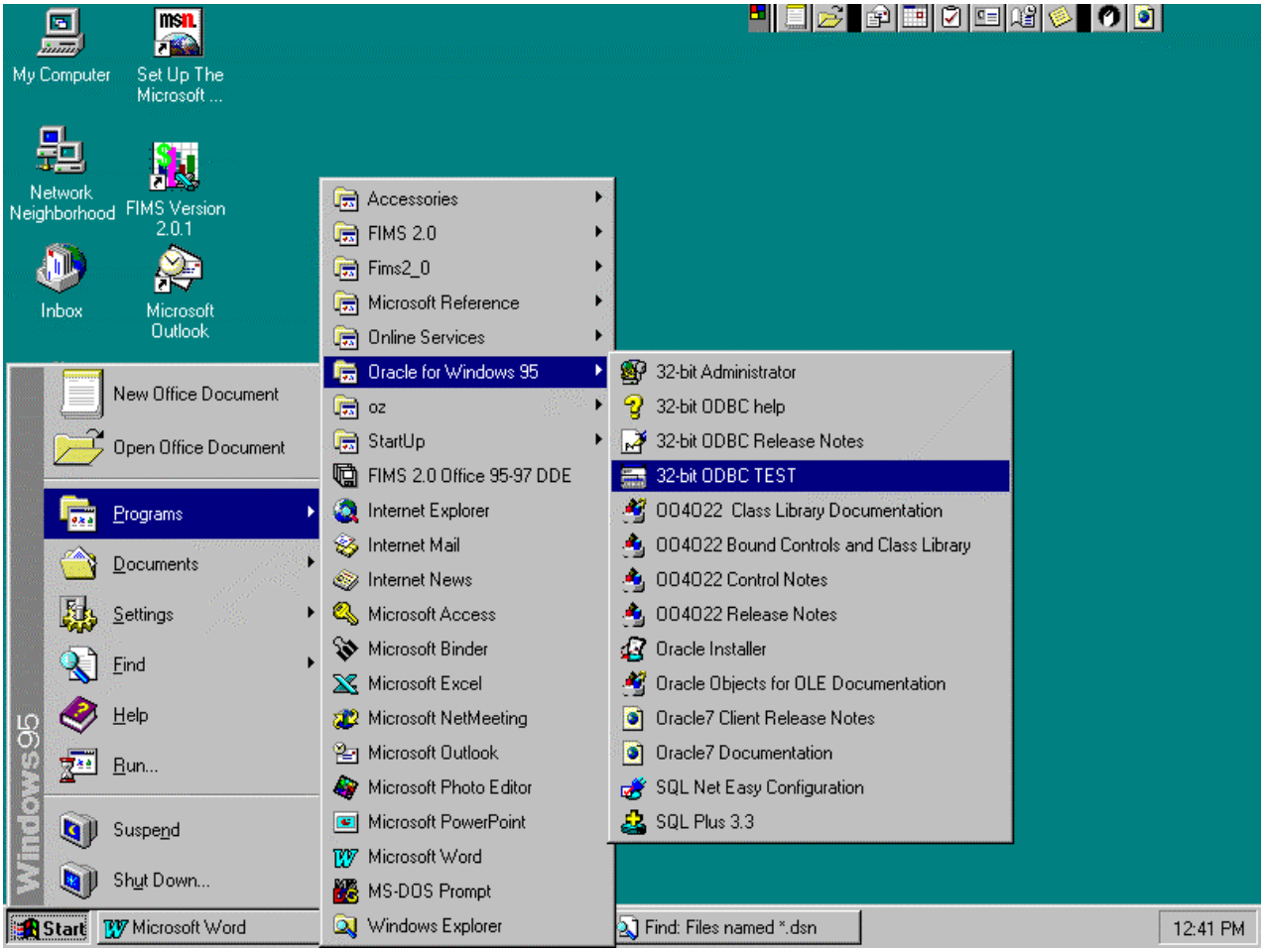
VSL.INI is required for 16-bit FIMS, not for 32-bit FIMS. For the 32-bit FIMS, connectivity is provided by the installed Oracle Client.

6. Check the ODBC.INI file for existence of the 32-bit drivers, in particular:

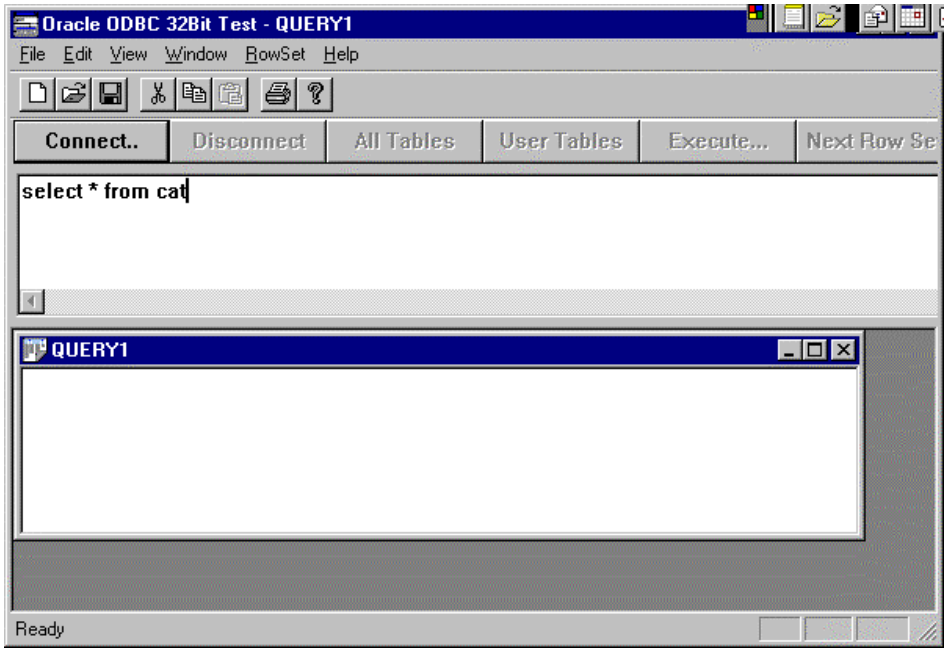
```
[ODBC 32 bit Data Sources]
MS Access 97 Database=Microsoft Access Driver (*.mdb) (32 bit)
Excel Files=Microsoft Excel Driver (*.xls) (32 bit)
FIMS20 ACCESS=Microsoft Access Driver (*.mdb) (32 bit)
FIMS ORACLE=Oracle73 Ver 2.5 (32 bit)

[MS Access 97 Database]
Driver32=C:\WINDOWS\SYSTEM\odbcjt32.dll

[Excel Files]
Driver32=C:\WINDOWS\SYSTEM\odbcjt32.dll

[FIMS20 ACCESS]
DBQ=c:\FIMS97\CUSTTEMP\FILES.MDB
DriverID=25
FIL=MS Access
JetIniPath=MSACC20.INI
UID=Admin
Description=Access 2.0 for FIMS Users
Driver32=C:\WINDOWS\SYSTEM\odbcjt32.dll

[ODBC Data Sources]
FIMS20 Access=Access Data (*.mdb)

[FIMS ORACLE]
Driver32=c:\ORAWIN95\ODBC250\sqo32_73.dll
```

7. 32-bit ODBC TEST

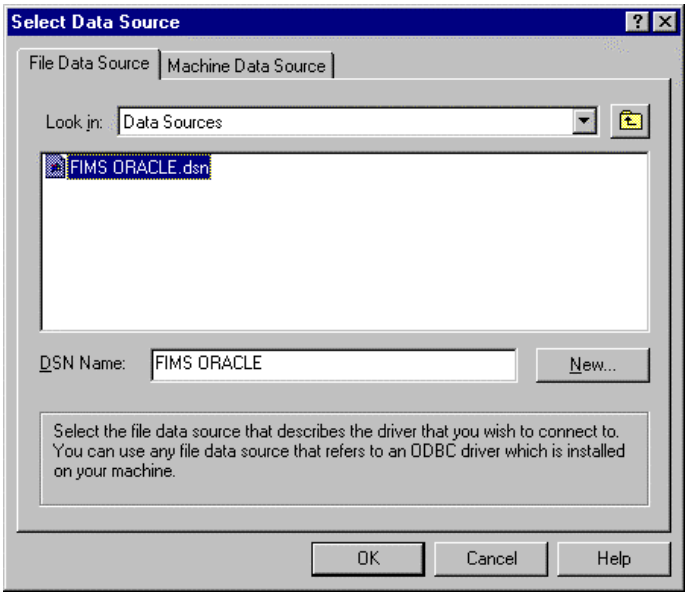
Oracle's **32-bit ODBC TEST** can be used to test and diagnose the connectivity of the Oracle ODBC's with the FIMS database.



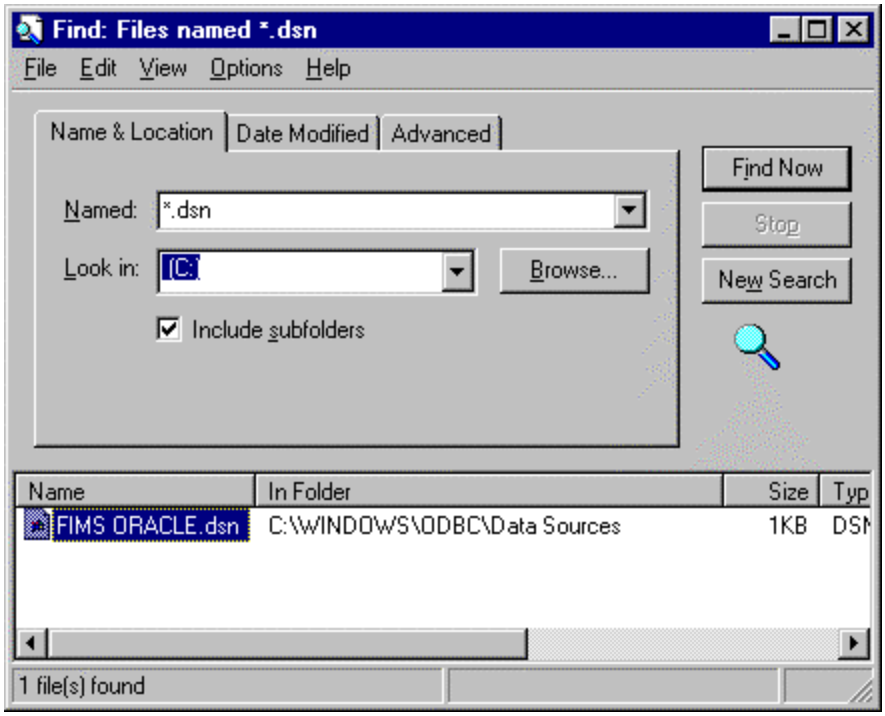
7.1 Execute an SQL query. Type into the Query box, “select * from cat” which will display all of the tables for an Oracle user. Click **Connect**.



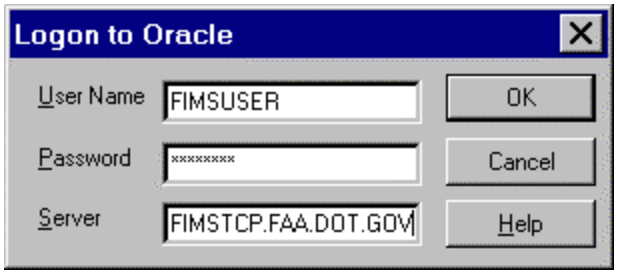
7.2 Select the File Data Source Name (i.e. **FIMS ORACLE.dsn**).



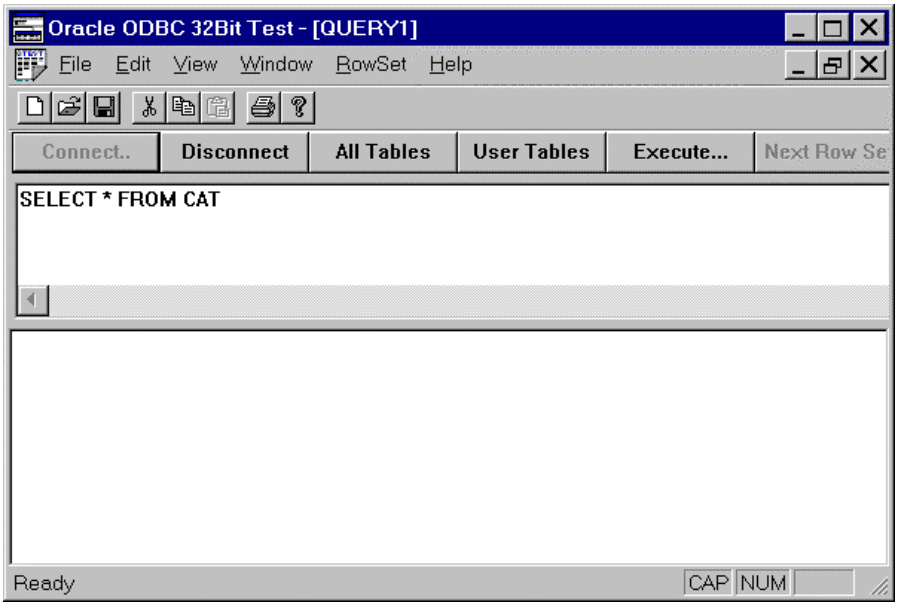
7.3 Find the File DSN. If the File DSN cannot be found in the specified default directory, then use the **Find File** command on the **Start Menu** to find the location of the *.dsn files.



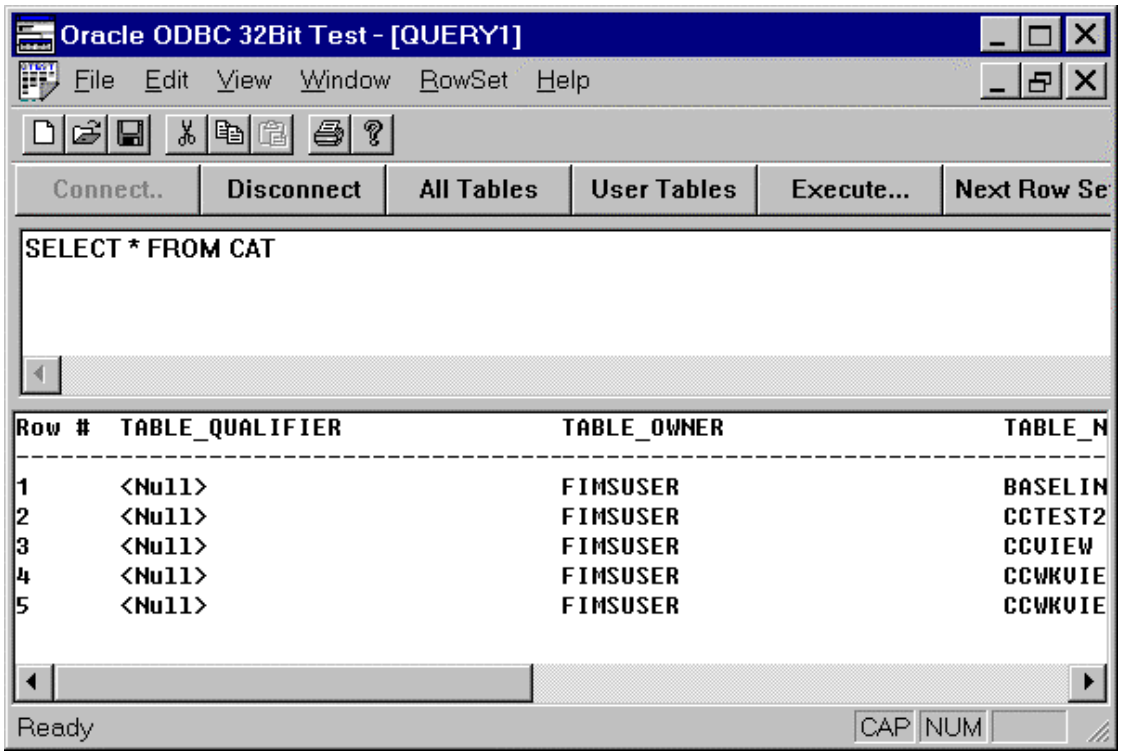
7.4 Logon to Oracle. Enter **User Name**, **Password**, and **Server** (TCP/IP address). Click **OK**.



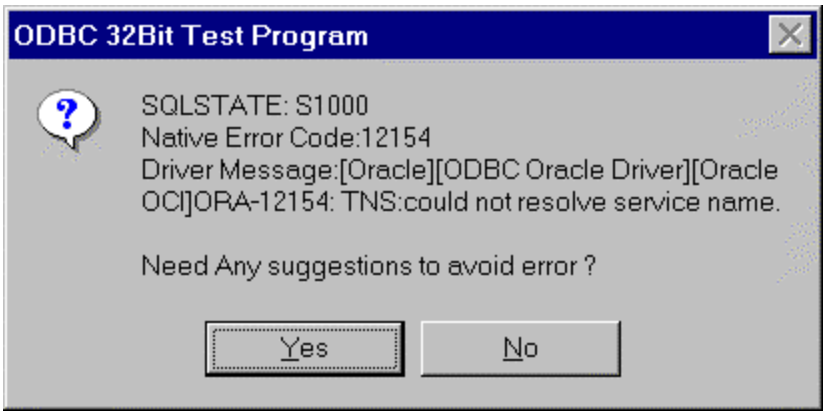
7.5 Click **All Tables**. The query will display all of the tables in the designated user name.



7.6 Display tables. If the connection to Oracle succeeds, a list of tables appears in the lower box.



7.7 If there is a problem with connectivity to the Oracle database, then an error screen appears. See the Troubleshooting section for a fuller explanation of the errors.



Trouble-shooting

If you are having problems installing/setting up FIMS v2.0.1 on the workstation, check the following items:

Close all Visual Basic application before running the FIMS installation diskettes. If unclear of which application to close, go to the File Icon and close all windows applications.

Load Share. Check for "**SHARE.EXE /L:500**"in your AUTOEXEC.BAT file. Use any text editor such as the DOS text editor. Go to the Command line and type the following:

1. **TYPE AUTOEXEC.BAT | MORE**

2. Browse the autoexec.bat for the line " Share.exe. /L:500

3. If the line (share.exe /l:500), is not in the autoexec.bat file, it must be included!

4. If the line Share.exe /L:500 is not there, type the following line as the last line of the Autoexec.bat:

   C:\DOS\SHARE.EXE /L:500 /F:5100

   It is not necessary to load SHARE.EXE file, or modify the Autoexec.bat if these Microsoft operating systems are being used:

   Microsoft Windows for Workgroups

   Microsoft NT (New Technology)

Use Microsoft Excel. FIMS requires Microsoft Excel version 5.0 or 8.0. Check the necessary directories to ensure that the proper MS Excel, and MS Query are installed on the workstation. If these software programs are not installed, consult the Lan Administrator concerning their installation.

Consult the LAN administrator concerning the granting of user rights for WINDOWS\SYSTEM directories. The LAN administrator should grant

the following (Users/Workgroup) rights:

Read

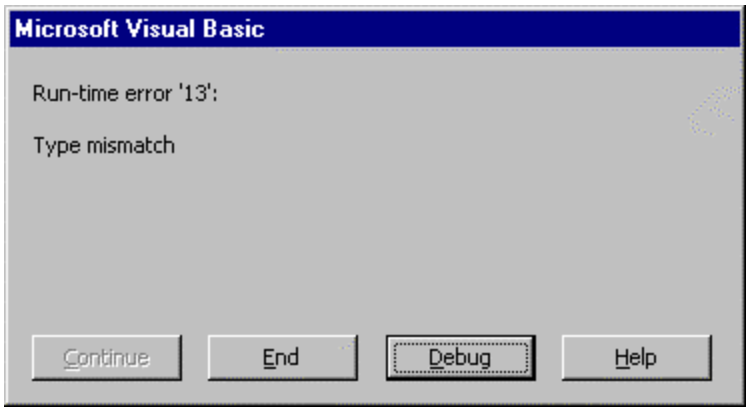
Write

Share

Browse

See **"Getting Help"** in this manual for additional information on technical support for FIMS. Assistance may be found in the Microsoft Excel User's Guide

If the user has trouble accessing data using FIMS version 2.0.1, check the following items:



Run Time 13 "Type Mismatch" error, is a catch-all error message, and does not actually point to actual problem. Therefore, check several areas to locate the source of the problem. The following instructions should point the user in the right direction for solving the **Run Time 13 error**:

1. Run MSQuery and make sure the user can access data from MS-Access and Oracle tables.

2. Oracle users need to **Check the Mapping drives** to ensure that the proper access paths are available from the LAN.

3. **Go to MSQuery**, and select "new Query' from the FILE menu bar.

4. **DbClick FIMS20 Access or FIMS Oracle** from the list. If there is no data source name on the list, click "other" button,

Trouble-shooting (Contd.)

and select a data source name from the list..

5. If MSQuery can not access FIMS data from the Oracle table(s), or there is an error message appears, it will be necessary to perform the following steps in process 6.

6. Go to the DOS prompt (C:>), type Map, then hit the **enter** button. The mapping displayed on the monitor should be similar to the following example:

   G:\\ANTEC-ISD\DOS_VOL

   H:\\ABU020F3\DATA

   K:\\ANSTEC-ISD \DOS_VOL

   J:\\ABA3001/AAP:\ORAWINNV\BIN

   V:\\ABA30001\APP:\ORAWINNV\BIN

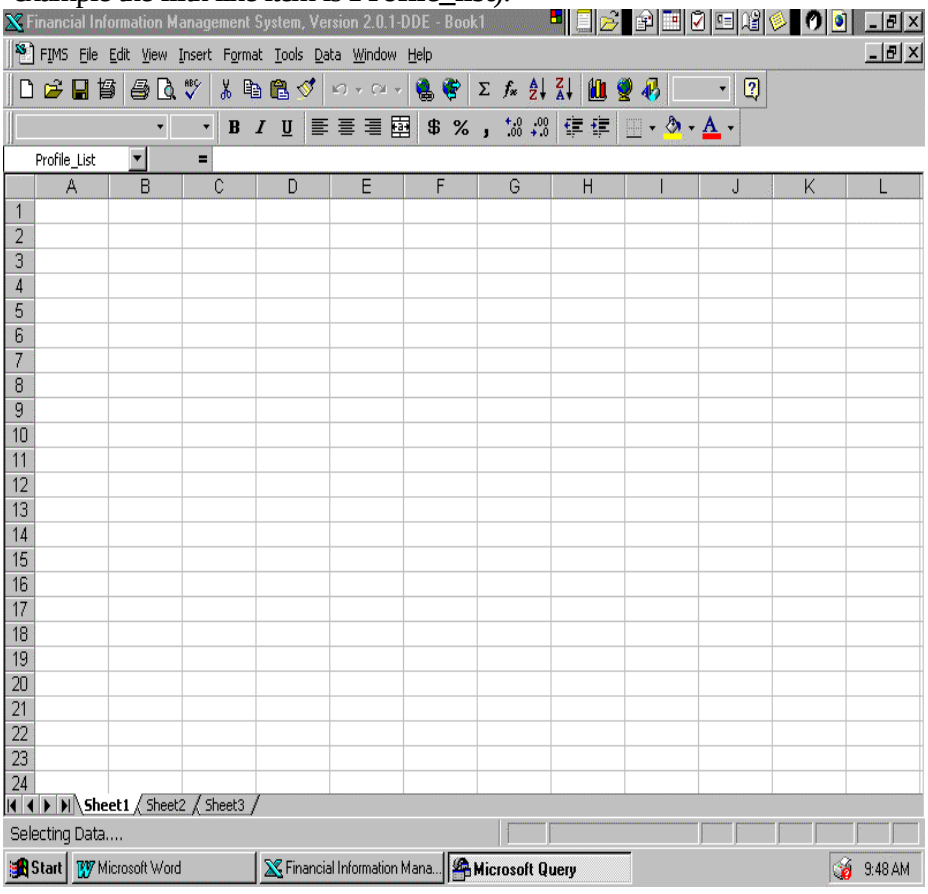
   If mapping drives do not appear, or appear to be different than original setting, contact the LAN Administrator concerning the workstation configuration, granting of user rights, and/or LAN accessibility.

   Check whether the workstation's autoexec.bat, or net startup routine is a part of the autoexec.bat.

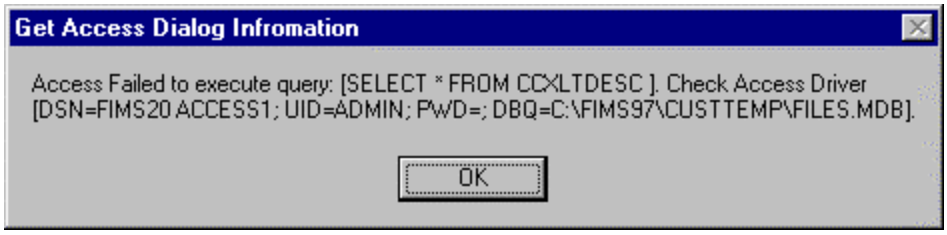
Note: Any Network configuration divination from the original (parameters) setting may affect the FIMS performance and/or accessibility. Once the FIMS driver mappings are set, they cannot be modified or changed without affecting FIMS performance and/or accessibility. Consult the LAN administrator or DBA concerning all mapping problems.

Trouble-shooting (Contd.)

Use the text in the fifth line to help detect the problem (in this example the fifth line item is **Profile_list**).



Blank:	A blank text box signifies that the Access driver was not properly installed. Check the spelling of the Data Source Name or connectivity to the Access 7 (ACCESS 97) database. (Access and Oracle Users).



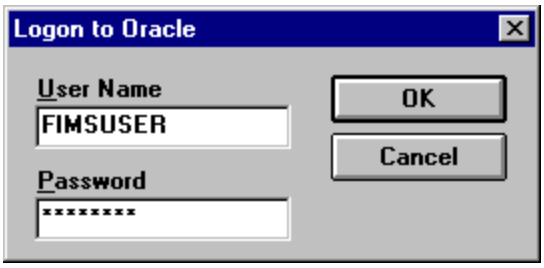
In this example, the DSN was misspelled (**FIMS ACCESS1** instead of **FIMS ACCESS**).

Profile_list:	This signifies that the Access Driver worked properly, but the Oracle Driver failed. Concentrate the effort on the Oracle Driver and make sure that the specified driver is defined and has a file Data Source Name (DSN). (Oracle Users).

SUMM_File_List:	This signifies that the profile file USERPROF.MDB has been corrupted in the c:\fims20\custtemp directory. Get another copy of the USERPROF.MDB or re-install FIMS. (Oracle Users). Very rare.

Note the value of this text box when calling the FIMS hot line.

7. Connectivity to the Oracle Database. The following message box appears if FIMS cannot connect to the Oracle database:



Possible Causes:

Oracle not running. Contact Network Administrator

Check user name for correct spelling.

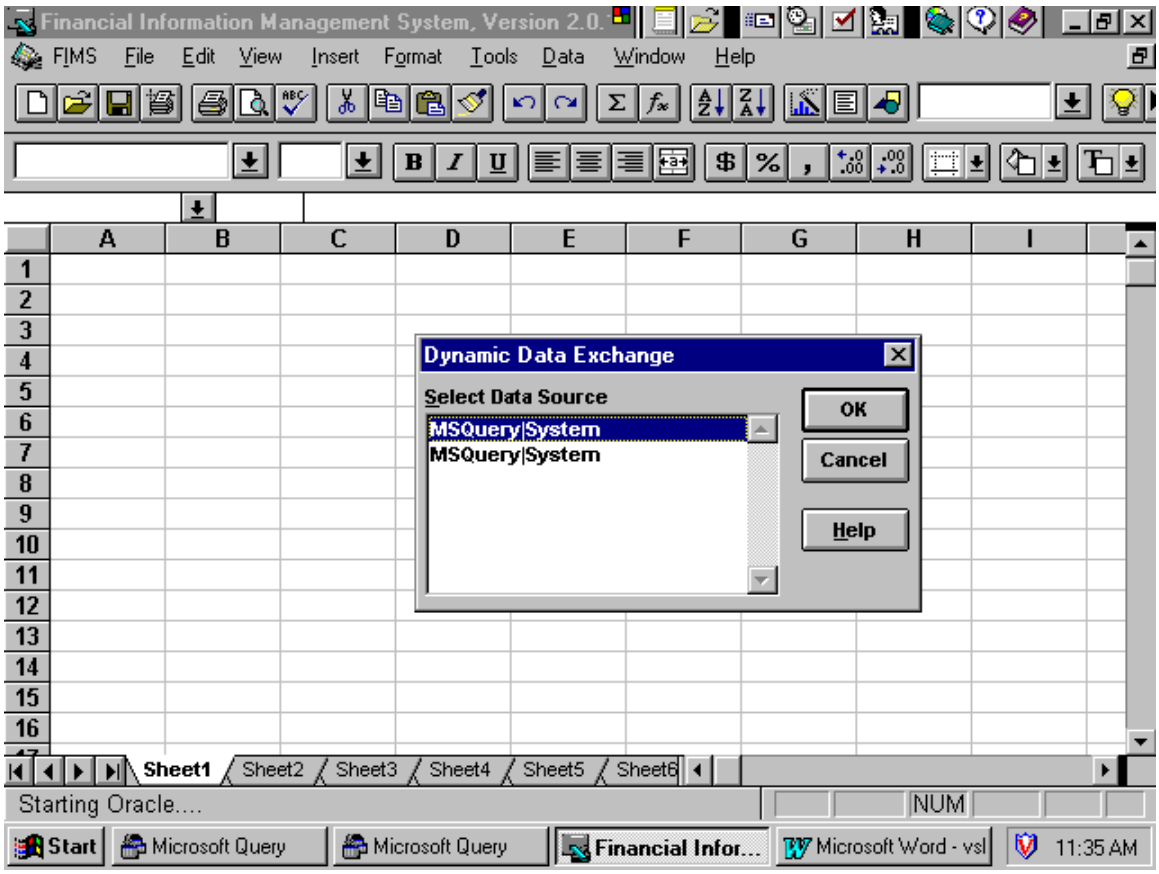
Check password in the FIMS2_0.INI file in the Windows directory.

The VSL.INI file does not exist in the Windows directory.

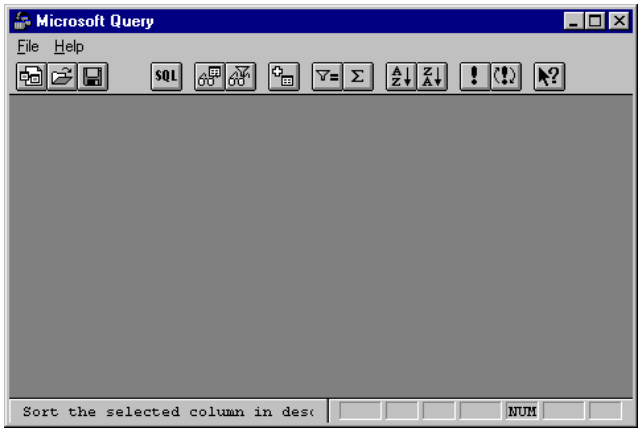
File **TNSNAMES.ORA** not on the Client machine **c:\orawin95\network\admin** directory.

File **SQLNET.ORA** not on the Client machine **c:\orawin95\network\admin** directory.

8. If two copies of MS Query running are running then the following screen appears:



On the task bar, the Microsoft Query task appears two times. First exit FIMS and then maximize each version of MS Query still running and use the close button to stop MS Query.



After all version of MS Query has been stopped rerun FIMS again.

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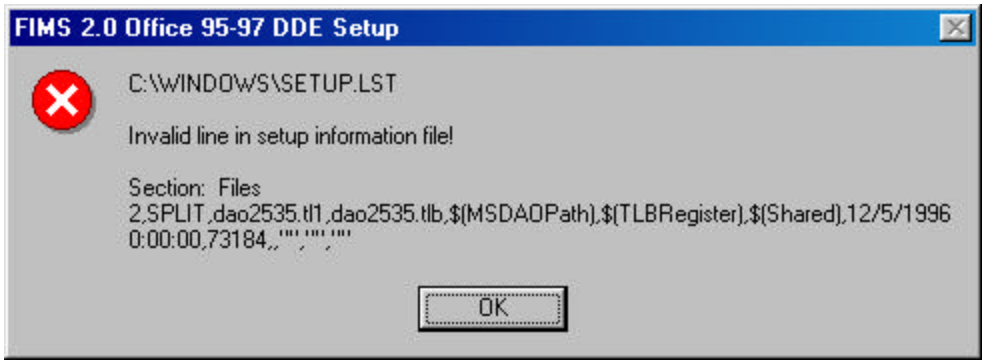
Installation Errors

The following error message sometime occurs. The reason for this error message is not known. It seems that this message appears after the System files dao2535.TLB and dao0350.DLL has been previously loaded. The following work-around has been provided. The file on disk #1 uses the file SETUP.LST to determine the files to load and the disk location of each file. Two additional files have been placed on disk #1:

SETUP.DAO - This setup file includes the installation of dao2535.tlb and dao0350.dll. This is the standard or preferred setup file. By default, SETUP.LST is equal to SETUP.DAO.

SETUP.NDA - This setup file does not includes the re-installation of the offending files dao2535.tlb and dao0350.dll.



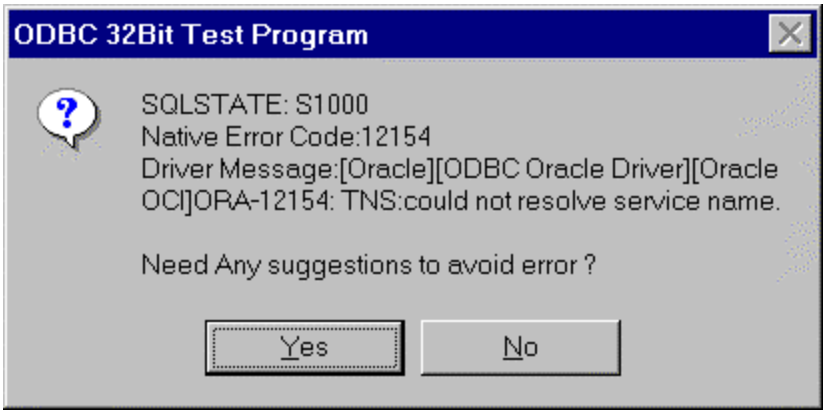
On disk #1 copy the file SETUP.NDA to SETUP.LST and rerun the installation of FIMS. This will use the setup file without the two offending DAO files.

After successful installation, restore the installation setup disk to its original state, copy the file SETUP.DAO to SETUP.LST.

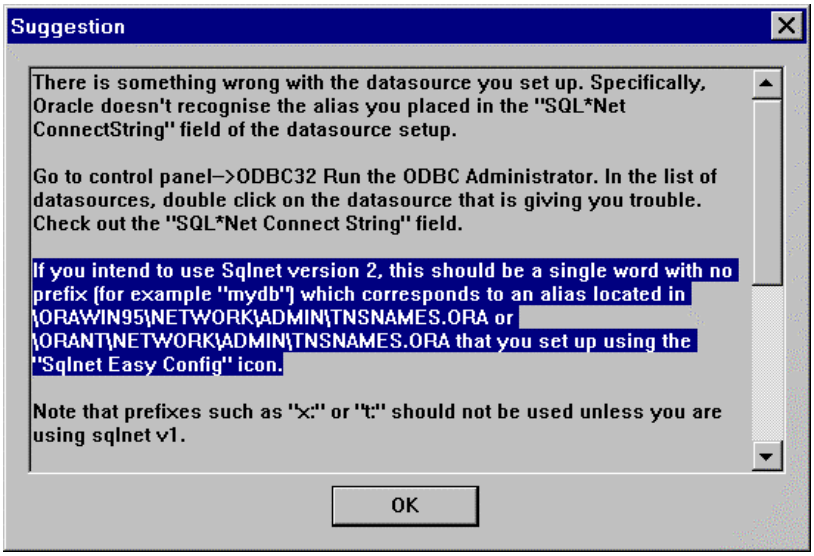
The problem appears, with some computer, to be with the registry when trying re-install DAO2535.TLB and. da00350.dll again.

Oracle **32-bit ODBC TEST** Errors

Native Error Code 12154 denotes a problem with the TCP/IP.



Click **Yes** and a general Error message appears.



Check the following:

Server name exists (FIMSTCP.FAA.DOT.GOV)

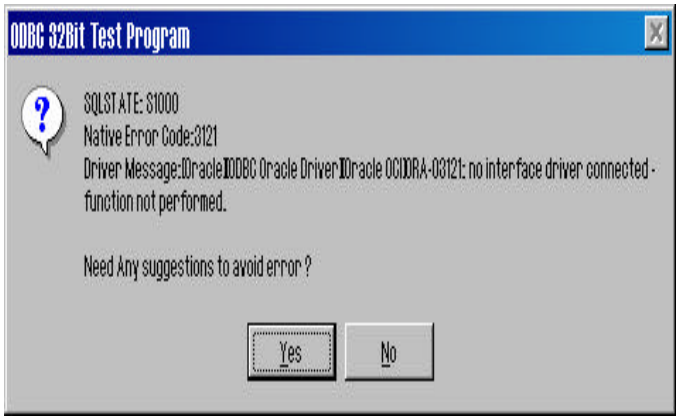
The file SQLNET.ORA exists and is located in the **c:\orawin95\network\admin** directory.

The file TNSNAMES.ORA exists and is located in the **c:\orawin95\network\admin** directory.

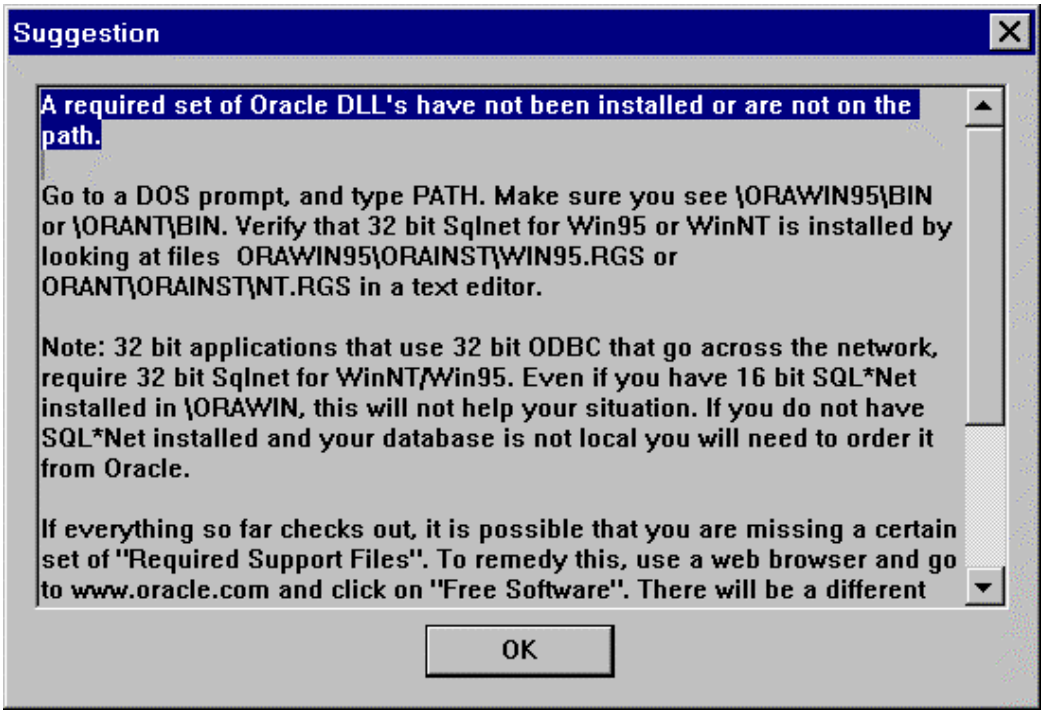
Access to the Oracle Home Directory, C:\ORAWIN95. Check PATH Statement.

PATH =…;C:\ORAWIN95\BIN…

Native Error Code 12203 denotes that SQL*Net has not been loaded or the Oracle Listener is down. An error code of 3121 also denotes problems with SQL*Net



Click **Yes** to obtain message that a DLL is not accessible.



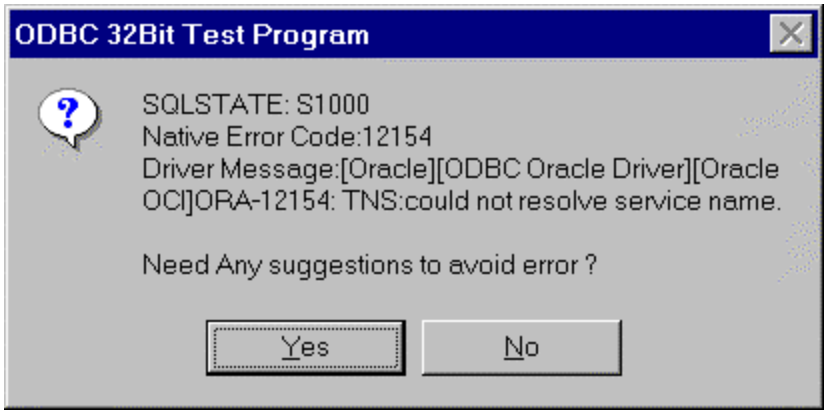
Bad User Input

The following error codes arise due to bad user inputs.

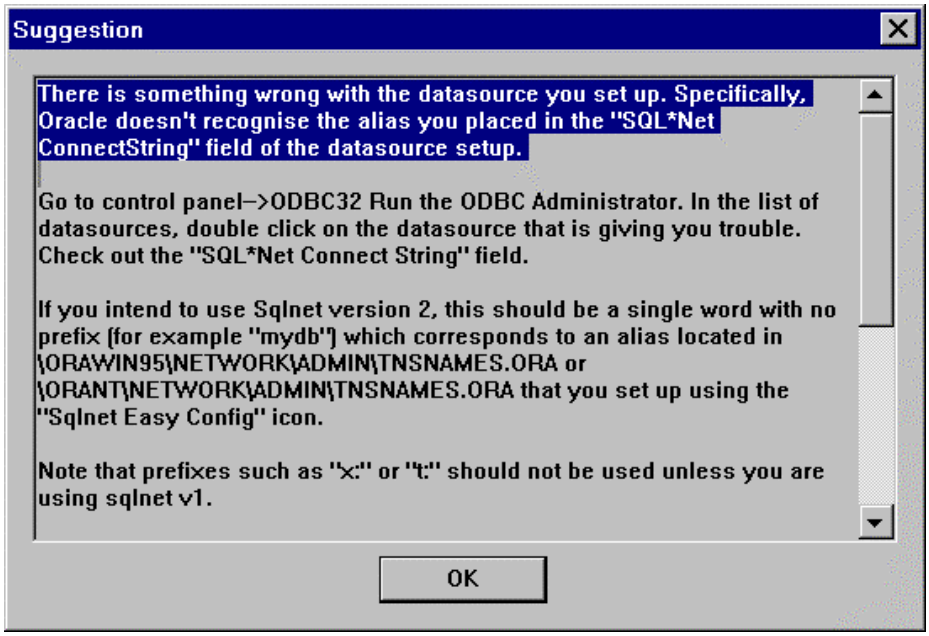
A bad user name or password.

A bad server name (TCP/IP address).

Could not resolve server name. Re-enter or contact the LAN Administrator for the TCP/IP address.

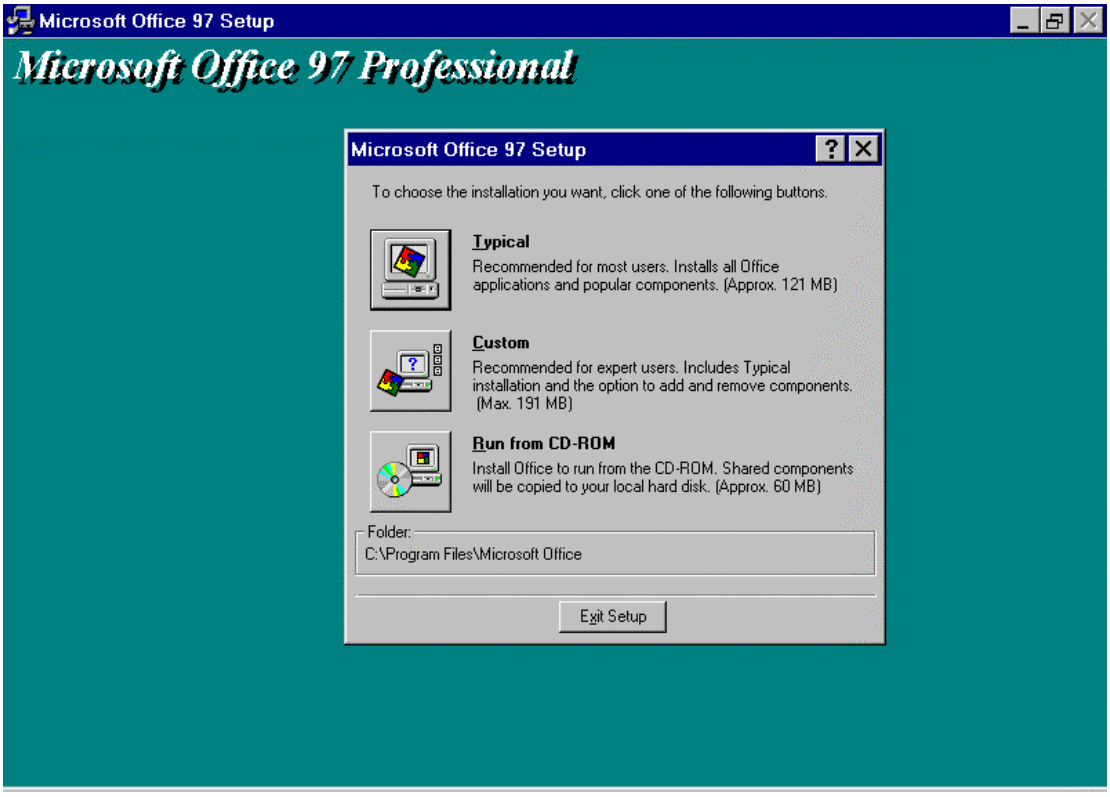


Click **Yes** to get suggestion:

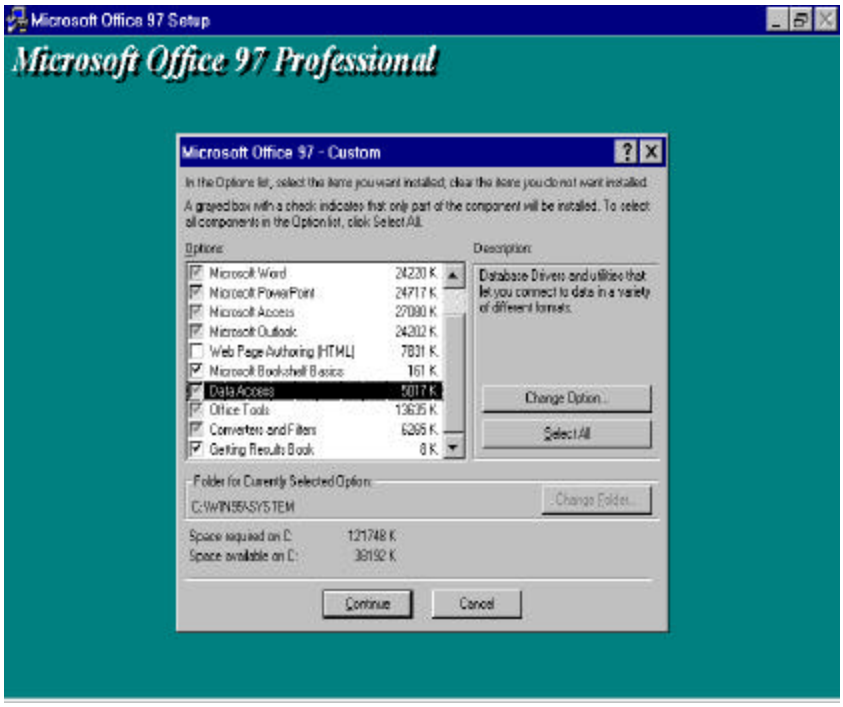


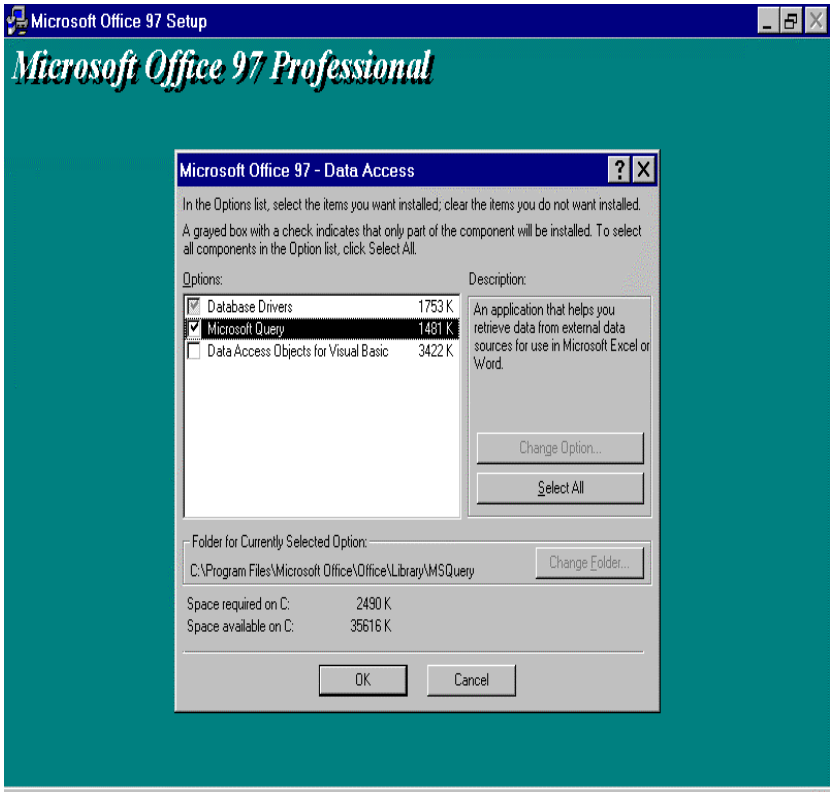
Microsoft Query

Microsoft Query Not Loaded	If the **Custom** installation of Microsoft Office is used, it is possible that Msqry32.exe was not loaded.



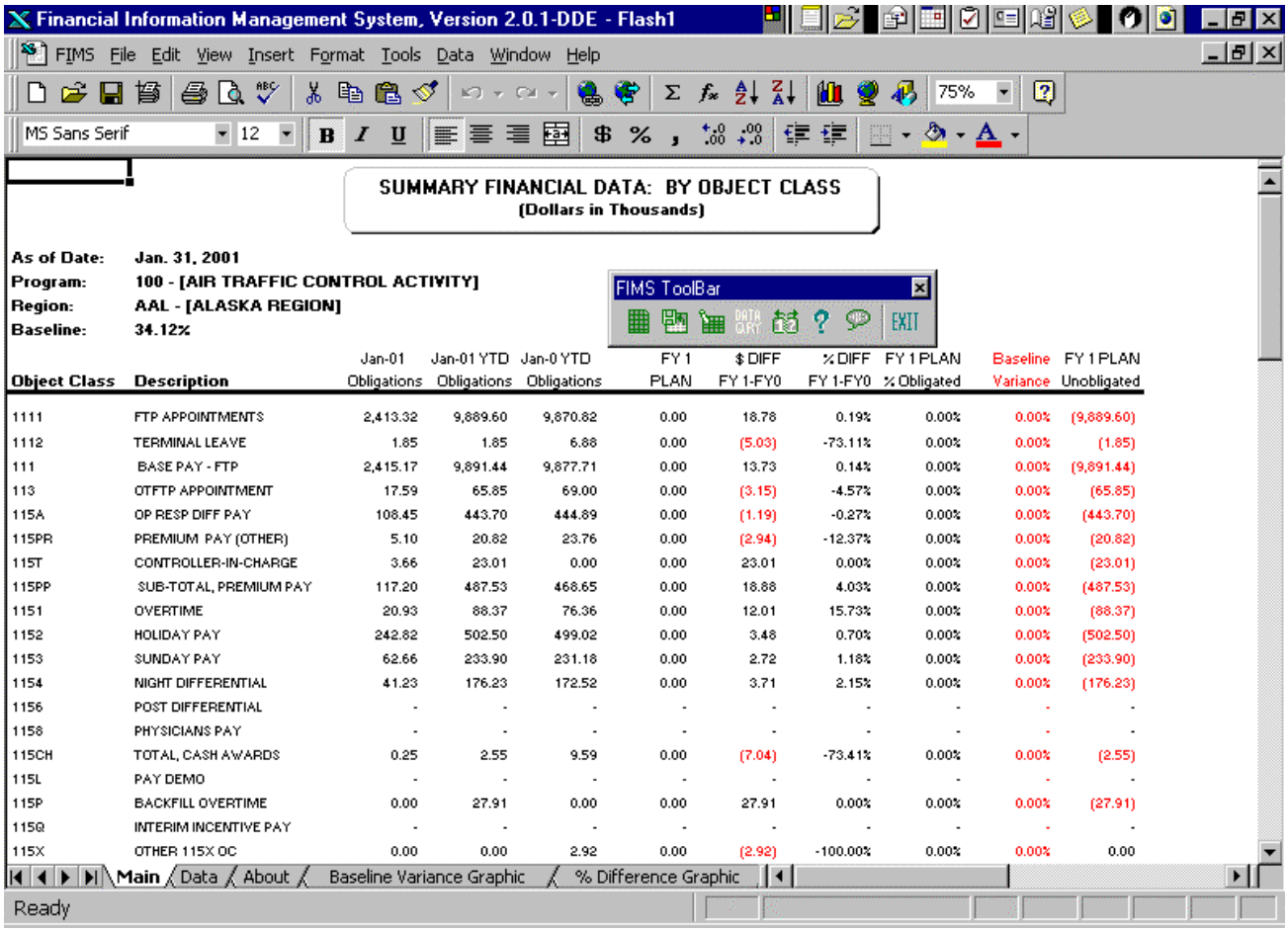
If the **Select All** Option was used, then Microsoft Query will be loaded. If not, click the **Data Access** box. On the **Data Access** screen, check **Micosoft Query**.



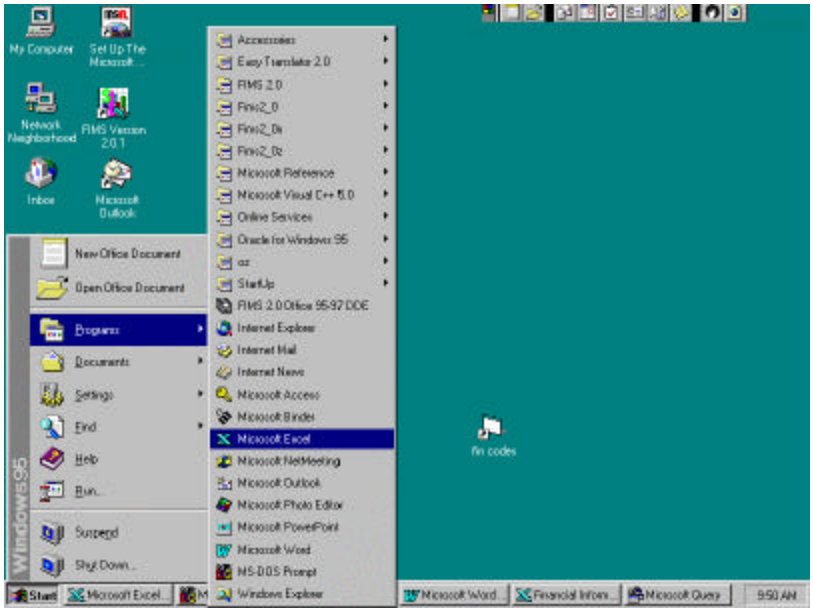


Missing FIMS Toolbar

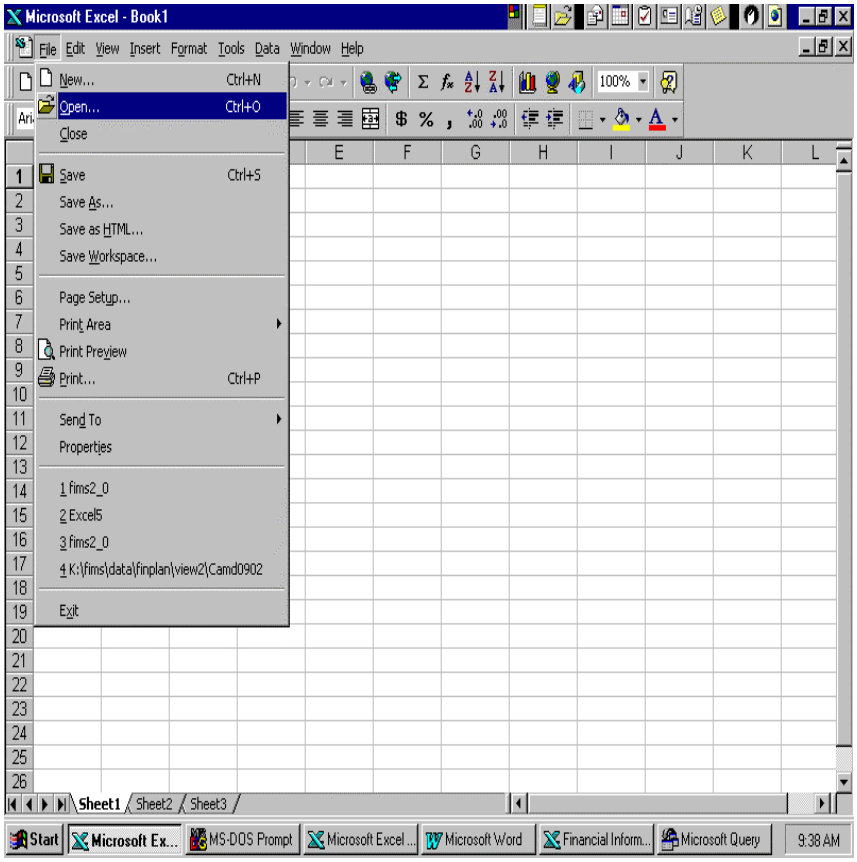
If the FIMS toolbar does not appear (e.g. is disconnected), do the following to reconnect the toolbar.



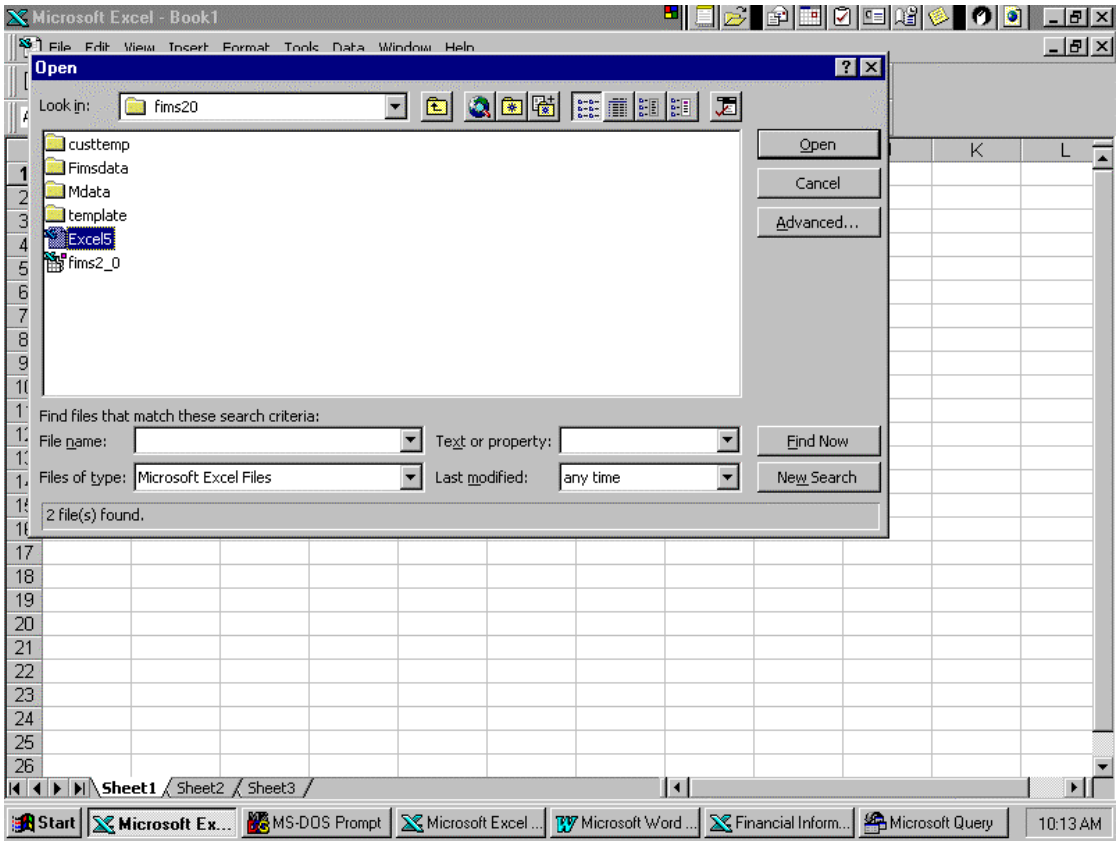
Execute EXCEL from the Program's Menu



From the File Open menu



Go to the FIMS directory (C:\FIMS20), find and double click the **EXCEL5** file. An empty worksheet appears.



Then click **File Open** again, find and double click the **FIMS2_0** file in the same directory. FIMS will start up. The FIMS Toolbar will be available. This connects the FIMS toolbar. The next time FIMS is started from the FIMS Icon, the FIMS toolbar will be available

Getting Help

Technical Support

Because of the complexity associated with running FIMS within three systems (Excel/Windows and DOS), getting help with FIMS problems can be more a question of source than solution. Locating a source of help is driven not only by what is happening (or not happening), but also the level of detail needed and turn around time required.

The FIMS Team has made every effort to provide various levels of help and different degrees of availability to ensure that the right solution is there at the right time. The following chart outlines the FIMS help support structure:

Nature of Problem	On-line Help	User Guide	Help Desk
Comment/Suggestion/ Technique	Ö	Ö	
General method/ Improvement	Ö	Ö	
Display/Format Error	Ö	Ö	
Computational/Result Error	Ö	Ö	Ö
Process/Operation Interruption			Ö
Mission critical problem			Ö

The FIMS Help Desk telephone number is **1-800 FIMS HLP (1-800 346 7457)**. If a technician is unavailable, the Voice Mail system will activate allowing the user to leave a message. A technician will respond to the message as soon as possible. Assistance from ABA-300 may also be obtained through **FIMS Expert** via cc-Mail.

See "**Troubleshooting**" for more information about support.

Glossary

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